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WELCOME

Introduction of Trainer
Introduction of Class Participants
Housekeeping Details
Agenda

NOTE: All screens depict fictitious names and identifiers.

CAPS Training Agenda

I. WELCOME

- A. Introduction of Trainer and Guest Speakers
- 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. REPORT/REFERRAL

- A. Searching for/Adding a Person
 - PERS Person Search
 - PERL Person List
 - PERD Person Detail
- B. Report/Referral Inquiry
 - RRRL Report/Request List
 - CID1 Centralized Intake Detail 1
 - CID2 Centralized Intake Detail 2
 - RRD1 Report/Request Intake Detail 1
 - RRD2 Report/Request Intake Detail 2
 - RRD3 Report/Request Intake Detail 3
 - RBCL Report Background Check List

IV. CLIENT SETUP

- A. Initial Setup/Transfers/Security
 - AXED Assignments/Transfers Detail
 - CSLL Caseload List
 - RELL Relationship List
 - RELD Relationship Detail

- B. Building Client History
 - ADDL Address List
 - ADDD Address Detail
 - CLID Client Detail
 - ICWD ICWA Detail
 - SPND Special Needs
 - EDHL Educational History List
 - MEDS Medical Summary
 - MMHD Medical/Mental Health Detail
 - MDTD Medication/Treatment Detail
 - EMPL Employment History

V. PERMANENCY PLAN

- A. Client/Case Assessments and Reviews
 - IARL Initial Assessment and Review List
 - IARD Initial Assessment and Review Detail

- B. Permanency Plan Hearing Information
 - PPHL Permanency Plan Hearing List
 - PPHD Permanency Plan Hearing Detail

VI. SERVICES

- A. Non-Payable Services and Removals
 - SERL Services List
 - SERN Services Detail Non-Payable

- 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
 - LICH Placement License History
 - GARD Guardianship Detail
 - ADOD Adoption Detail

- D. Payable Services/Supplemental Justification
 - SERP Services Detail Payable
 - SSJD Supplemental Service Justification

- E. In Home Services
 - SEIH In Home Services

- F. Group Services
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- B. Notes Process
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- A. Foster Care Child Support Enforcement Referral
 - SIID SEARCHS Initial Inquiry Detail
 - CSED Child Support Enforcement Referral Detail
 - CSCD Child Support Child in Foster Care Detail
 - CSFD Child Support Father Detail
 - CSF2 Child Support Father Detail 2
 - CSMD Child Support Mother Detail
 - CSM2 Child Support Mother Detail 2
 - PRID Private Insurance Detail
- B. TANF Emergency Assistance Application
 - TIID TANF Initial Inquiry Detail
 - EARD Emergency Assistance Request Detail
 - EAR2 Emergency Assistance Request Detail 2
 - EAWD Emergency Assistance Services To Be Provided

IX. PAYMENTS

- A. Approvals/Modifications/History
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SYSTEM OVERVIEW

Security

Logging On & Logging Off

Keyboard Functions

Help Resources

Screen Functions

Menus

LOGGING IN



- Security clearance is tied to the User ID and to the Worker Type (within CAPS)
 - CAPS security includes access to screens and approval authority
- Double click the Mainframe icon (sometimes labeled as BlueZone) to access the Entry Validation screen

GENERAL SCREEN INFORMATION

Colors

The different colors on CAPS screens mean certain things. Of course, you do have the ability to change your color scheme, so the colors identified below are valid if you are using the standard color scheme in CAPS.

Green	Header/Title (not modifiable)
Light Blue	Not enterable/not modifiable On certain screens, light blue also indicates that the entry is DPHHS related
Yellow	Enterable/modifiable Indicates a payment is a trust account payment (CBPL)
Red	System messages, typically in the bottom left corner of the screen
Dark Blue	On certain screens, dark blue indicates that the entry is DOC related
Pink	Indicates read only access to a report, client or facility Highlights the Child Abuse/Neglect (CAN) flag on PERL Indicates a payment is in INCOMPLETE status (PAYA) Indicates a payment has been put on HOLD (CBPL)
White	Informational messages, typically in bottom left corner of screen Highlights the detail when DELETE is selected in order to confirm

Passwords

CAPS Security



- At the Entry Validation Screen
 - Enter your User ID and Password
 - Your password can be changed by tabbing to “Change Password” and selecting Y (Yes)
 - Once ENTER is pressed, a screen will appear asking you to type in your new password and to confirm the new password
 - Your password must be 8 alphanumeric characters, containing a minimum of one letter and one number
 - Your password cannot use repeating characters (zz, 22, etc)
 - Your password cannot begin with:

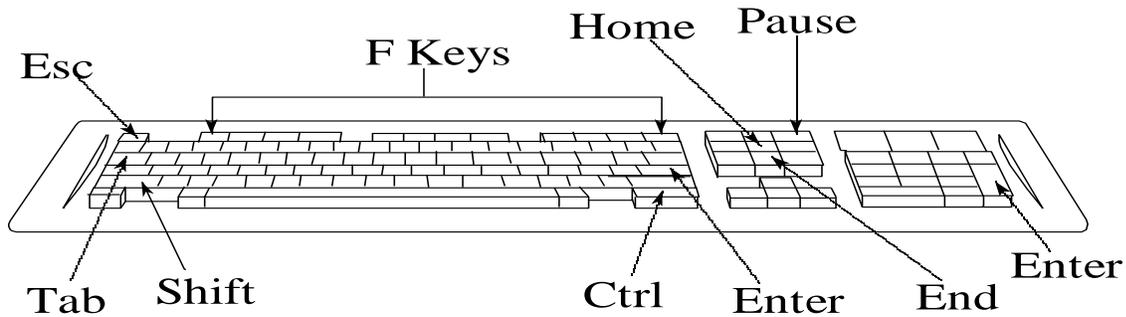
ADM	AGR	APPL	APR	ASDF	AUG	BASIC	CADAM	DEC
DEMO	DEQ	DLI	DOA	DOC	DOJ	DOR	DOT	DPH
FEB	FOCUS	FWP	GAME	GOV	HHS	IBM	JAN	JUL
JUN	LIV	LOG	MAR	MAY	MDT	MONT	MPERA	MT
NET	NEW	NOV	OCT	PASS	PER	REV	ROS	SEP
SIGN	SYS	TEST	TSO	VALID	VTAM	XXX	1234	
 - Passwords must be kept for a minimum of 15 days
 - Your password expires and must be changed every 60 days
 - You will receive a warning seven days before your password expires
 - The new password cannot match your previous 6 passwords
 - If you type your password incorrectly three times in the same day, you will be locked out and you will need to contact the DPHHS Help Desk at 444-9500 or dphstech@mt.gov
 - More details on mainframe passwords are available at: <https://mainframe.mt.gov/pwchange/>
- Once the User ID and Password have been entered, press **Enter** to access the Supersession menu
 - Select **CICS PRODUCTION CICS SYSA** to access CAPS Production
 - If you receive a screen of **CICS/NEWS**, press **F3** to exit this screen
 - From the menu select **CAPS PRODUCTION SYSTEM FS01**

CAPS Production System Availability

The CAPS system is a 24 hour 7 day a week system. There will be, however, certain off-hour time periods when the system will be available in “INQUIRE” mode only. This schedule will document when the system should be available under normal operating circumstances. As with any computer system, there are times when hardware and/or software may fail which are beyond the control of anyone. If there are any planned outages the users will be notified as early as possible. Anytime CAPS is put into “INQUIRE” mode all users will be logged off, but they can log right back on. The weekly schedule is as follows:

Sunday	2am to 2:30am 8am to noon	Database backups Normal computer maintenance time period. System may be down but users will be notified in advance
Monday	1am to 6am 2am to 2:30am 6pm to 9pm	CAPS inquire mode only for double backup Database backups CAPS inquire mode only for batch production. 9pm is an approximation - it could be sooner or later
Tuesday	1am to 4am 2am to 2:30am 6pm to 9pm	CAPS inquire mode only for backup Database backups CAPS inquire mode only for batch production. 9pm is an approximation - it could be sooner or later
Wednesday	1am to 4am 2am to 2:30am 5am to 5:30am 6pm to 9pm	CAPS inquire mode only for backup Database backups CAPS is unavailable for CICS weekly recycle CAPS inquire mode only for batch production. 9pm is an approximation - it could be sooner or later
Thursday	1am to 6am 2am to 2:30am 6pm to 9pm	CAPS inquire mode only for double backup Database backups CAPS inquire mode only for batch production. 9pm is an approximation - it could be sooner or later
Friday	1am to 4am 2am to 2:30am 6pm to 9pm	CAPS inquire mode only for backup Database backups CAPS inquire mode only for batch production. 9pm is an approximation - it could be sooner or later
Saturday	2am to 2:30am 7am to 10am	Database backups Normal time for database maintenance and CAPS will be inquire mode only. Users will be notified in advance of scheduled maintenance during this time.

Key Board



SO-05

- TAB - Moves cursor to the next enterable field
- SHIFT/TAB - Moves cursor back one field
- HOME - Moves the cursor to the first enterable field at the top of the screen
- HOME/SHIFT/TAB will move the cursor to the PATH field
- END - Erases to the end of the field, everything to the right of the cursor
- PAUSE - Begins the logoff process/exits CAPS - **VERY IMPORTANT!**
- ENTER - Executes the command to update
- CTRL – (right) Moves the cursor down the screen like the return on a typewriter
- ESC - Unlocks the keyboard when an execution error has occurred

Keyboard Hints

Tab

Next enterable field

Shift+Tab

Previous enterable field

Home

1st Enterable field

Home, Shift+Tab

PATH field

End Erases data to right of cursor

Ctrl Moves down to next line (carriage ret.)

Esc Unlocks keyboard

Enter Sends data to mainframe; returns msg.

```

CAFSPERD                                PERSON DETAIL                                07/13/2016   11:33
USER ID : C84852   ADD
CAPS ID : 00000000   00   NAME:

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

A [F1]
DRIVERS LICENSE ST: -   NUMBER:   ----- ADDRESS -----
BIRTH DT :   VERIF:   AGE: 0 LINE1 :

Field: P/S

Updated on screen(s): PERD

Notes: select with a "P" if it is the primary social security Number,
or with an "S" if it is the secondary number.

_ F3=Exit _____ scroll: 010 _____

```

- Field-level and screen-level Help explains the purpose of a field or the screen
- For Field Help
 - Press F1, information about that field will be displayed
 - If information is needed for a non-enterable field, use arrow keys to get to the protected field
- For Screen Help
 - Move the cursor anywhere on the screen that is not an input field (place you can't access with Tab) to obtain screen-level Help
 - Press F1 to display screen-level Help
 - Multiple pages of information may exist

Northrop Grumman Help Desk



- CAPS Help Desk is available Monday through Friday from 7:30am - 5:30pm
 - Local number is 444-4125
 - Email: HHSNGCHelpDesk@mt.gov. May want to use ALT+PrtScn to email them a screen shot of a CAPS screen
 - Out of the Helena area call 1-800-285-2361
 - FAX number is 449-3981
 - Contact them for problems while working in CAPS or Docgen (i.e., help in how to fill out a screen, Docgen problems, screen abends)

- DPHHS Help Desk is available Monday through Friday from 7:00am - 5:00pm
 - Phone number is 444-9500
 - Contact them for problems OUTSIDE of CAPS (i.e., hardware problems, email, password/user ID problems, system down)

- Problems will be documented for 'fixing'
 - You will be notified when your reported problem has been fixed

WHO TO CALL FOR HELP

The agency operates two separate help desks: the Northrop Grumman Help Desk at 444-4125 (local) or 1-800-285-2361, and the DPHHS Help Desk at 444-9500 or DPHHSTech@mt.gov. Problems may also be faxed to the Northrop Grumman Help Desk at 406-449-3981. The Northrop Grumman Help Desk can also accept email messages. The address is HHSNGCHelpDesk@mt.gov.

The DPHHS Help Desk assists department employees in resolving problems related to local area networks (LANs), communications, equipment/hardware, the RS6000 computer, the mainframe, the AS400 computer, the JOBS system and PC software programs. For example, the DPHHS Help Desk should be called if a printer isn't working properly or if system response time is slow. DPHHS Help Desk hours are from 7:00 a.m. to 5:00 p.m. Monday through Friday.

Help Desk staff may ask callers for up to six items of information: their C#, name, phone number, division name and location, terminal ID or PAMS number and a description of the

problem. A “trouble ticket” number is assigned to each problem called in to the DPHHS Help Desk. Callers should ask for this number. It can be used as a point of reference if the caller later wishes to check on the status of a problem report. Although the Help Desk operators are able to resolve many problems while the caller is on the phone, the resolution of some issues may require more research or a particular expertise that the Help Desk operator does not have. Issues that cannot be resolved immediately are referred on to the appropriate individual. Once a problem is resolved, the caller is notified.

The Northrop Grumman Help Desk assists the workers and clients that utilize several different computer systems (CAPS is only one of them). Questions pertaining to these systems should be directed to the Northrop Grumman Help Desk. Mary Goyins, Jacki Huff and Peggy Huntington staff the Northrop Grumman Help Desk from 7:30 a.m. to 5:30 p.m. Monday through Friday. Because of the type of software program used to track problem reports, and the large volume of calls received by the Northrop Grumman Help Desk, problem report numbers are not always assigned at the time a call is taken. Although the Help Desk staff is quite knowledgeable, they will not always be able to immediately resolve the caller’s problem. It may be necessary to research a problem and then get back to the caller. If it is necessary to refer the issue to a system programmer, a problem report will be filed and the caller notified when the problem has been resolved or fixed. Problems requiring programmer intervention generally take longer to resolve than those not requiring research, analysis and/or changes to the program code. In these instances the caller should not expect an immediate response. Once a problem has been called in to the Help Desk, the caller can assume it will be addressed and should set the problem case aside. The caller should NOT attempt to rework the case using incorrect data in order to bypass the problem.

Northrop Grumman operators are not program policy specialists. Questions relating to program policy should be directed to the appropriate program staff from within the Department.

What about CAPS DocGen? During normal business hours (8 – 5), you should call the Northrop Grumman Help Desk for any DocGen related questions or problems. After hours, you should call the ITSD Operator (444-2000) if you are having problems logging into the system and you suspect the system may be down. Any “problem” with an actual document or document change request will also need to go through the Northrop Grumman Help Desk.

CAFMAIN
USER ID : CS4566

MAIN MENU

03/30/2009 15:54

SEL	PATH	DESCRIPTION
-	RRRM	REPORT/REQUEST MENU
-	PSNM	PERSON IDENTIFICATION MENU
-	SERM	SERVICES MENU
-	INTM	INTERFACE MENU
-	WOPM	WORKPLAN MENU
-	PRIM	PROVIDER INFORMATION MENU
-	CONM	CONTRACT MENU
-	PAYM	PAYMENTS MENU
-	UTLM	UTILITIES MENU
-	TRAM	TRUST ACCOUNT MENU

TO VIEW CAPS SYSTEM UPDATE INFORMATION, POSITION CURSOR
HERE ==> _ <== AND PRESS F1
LAST UPDATED 02/26/1999

WELCOME TO THE CAPS QA SYSTEM

PATH:

- Menus, Sub-Menus, List/Detail type screens
 - You will see only those screens/menus for which you have security clearance
 - **List screens** display all of the detail records that have been added or may be used to initiate the ADD function
 - **Detail screens** are used to add (or view or modify) the actual detail of an item
- Select any Menu by placing the cursor on the SEL (select field) and pressing ENTER
- Error messages are displayed at the bottom of the screen
 - The field in error will be highlighted in red type
- When entering data, type in all lower case letters; CAPS will convert to all caps when the screen is updated
- Dates and numbers (SSN) may be typed without the dashes or slashes
 - Erase any remaining zeros in date fields by pressing END

```

CAFSSERL                SERVICES LIST                07/13/2016    11:41
USER ID : C84852                PAGE NO: 001
CAPS ID : 00002107    25    NAME: DOE, JUNIOR

TO SELECT ENTER: I=INQUIRE, M=MODIFY, D=DELETE    TO ADD=F11 + FASTPATH
START FROM:                SERVICE CODE:

S RSN SERVC DESCRIPTION                FACILITY NAME    OPEN DATE    CLOSE DATE    S A C    APPRV
- PT SEMRM REMOVAL                ZANY FRANK AND    01/09/2011    99/99/9999
- PT PFRS1 FOSTER FAMILY-ROOM    ZANY FRANK AND    01/09/2011    99/99/9999    A
- MP STRNS TRANSPORTATION        ZANY FRANK AND    01/09/2011    99/99/9999    A
- MP SCALL CLOTHING ALLOWANCE    ZANY FRANK AND    01/10/2011    01/10/2011    A

                                PATH: █

```

- The CAPS ID or Provider number in the header or “global” will remain the same from screen to screen until changed.
- Most screens require specific selection (SEL) code, and the options are indicated on each screen:
 - I = INQUIRE
 - M = MODIFY
 - D = DELETE
 - A = ADD
 - S = SELECT
- The selection code determines in which “mode” (inquire, modify, etc.) the screen is accessed
- Use your KEY TEMPLATE for “F” (function) key instructions
- When entering dates in CAPS, you must enter the full year. For example: January 2, 2014 would be entered **01022016** or **01/02/2016**

MAIN - Main Menu

```
CAFSMAIN                                MAIN MENU                                03/30/2009    15:54
USER ID : CS4566

      SEL  PATH  DESCRIPTION
      -    -    -
      -    RRRM  REPORT/REQUEST MENU
      -    PSNM  PERSON IDENTIFICATION MENU
      -    SERM  SERVICES MENU
      -    INTM  INTERFACE MENU
      -    WOPM  WORKPLAN MENU
      -    PRIM  PROVIDER INFORMATION MENU
      -    CONM  CONTRACT MENU
      -    PAYM  PAYMENTS MENU
      -    UTLM  UTILITIES MENU
      -    TRAM  TRUST ACCOUNT MENU

      TO VIEW CAPS SYSTEM UPDATE INFORMATION, POSITION CURSOR
      HERE ==>  _  <== AND PRESS F1
      LAST UPDATED 02/26/1999

WELCOME TO THE CAPS QA SYSTEM                                PATH:
```

- This screen is accessible to all users. Certain areas of the system will not be accessible to all users
- This display screen has one select field for each menu option
 - Type any character at the select line or place the cursor at a select line and press ENTER or
 - Type the four-character screen acronym in the PATH field
- General Guidelines for screen acronyms:
 - ✚ 1 word screen acronym is generally the first 4 letters of the word: Alerts = **ALER**
 - ✚ 2 word screen acronym is generally the first 3 letters of the first word and 1 letter of the 2nd word. Person Search = **PERS**
 - ✚ 3 word screen acronym is generally the first 2 letters of the first word and the first letter of the words 2 and 3: Group Services List = **GRSL**
 - ✚ 4 word screens are the first letter of each word. Client Placement History List = **CPHL**
 - The appropriate screen is displayed when Enter is pressed
- Press F3 from any screen to access MAIN
- To display CAPS system update information, position the cursor in the appropriate space and press the F1 key. Update information will include: physical screen changes, screen functionality changes, code table additions, etc.

COTL - Code Table Lookup

```
CAFSCOTL                CODE TABLE LOOKUP                06/01/2009   11:59
USER ID : CS4566                PAGE NO:      8

TABLE NAME : RELATIONSHIP

TO SELECT, ENTER S=SELECT      START CODE: T

SEL CODE      DESCRIPTION
- SFR         STEP FATHER
- SIS         SISTER
- SLF         SELF
- SMR         STEP MOTHER
- SON         SON
- SPD         STEP DAUGHTER
- SPO         SPOUSE
- SPS         STEP SON
- SPT         SPEECH THERAPIST
- SRO         OTHER SRS STAFF
- SSR         STEP SISTER, MARRIAGE RELATED
- STB         STEP BROTHER - MARRIAGE RELATED
- SWS         DFS SOCIAL WORK SUPERVISOR
- TCH         TEACHER

                                     PATH: RRD1
```

Press Home to use the START CODE field. Type the first character(s) of the item you want. This jumps down to codes beginning with the entered letter(s). You can then F8 to scroll forward.

- This screen is accessed by pressing F12 in a field and will display a list of code possibilities for that particular field; this one shows relationship codes
- **Select the code with an “S” and press ENTER** to bring the code back to the field
- To leave this screen without selecting a code, just press Enter

FLOW TO ADD PERSON/REPORT/CLIENT INFORMATION:

PERS – PERSON SEARCH

PERL – PERSON LIST

PERD – PERSON DETAIL

|

RRRL – REPORT/REQUEST LIST

RRD1 – REPORT/REQUEST DETAIL 1

RRD2 – REPORT/REQUEST DETAIL 2

RRD3 – REPORT/REQUEST DETAIL 3

|

RELL – RELATIONSHIP LIST

RELD – RELATIONSHIP DETAIL

|

ADDL – ADDRESS LIST

ADDD – ADDRESS DETAIL

|

AXED – ASSIGNMENT/TRANSFERS DETAIL

|

CLID – CLIENT DETAIL

|

ICWD – ICWA DETAIL (required for clients with “AI” or “AN” ethnicity on CLID)

|

IARL – INITIAL ASSESSMENT AND REVIEW LIST

IARD – INITIAL ASSESSMENT AND REVIEW DETAIL

|

SERL – SERVICES LIST

SEIH – IN-HOME SERVICES or

SERN – SERVICE DETAIL: NON-PAYABLE (REMOVAL SERVICE CODE = SEMRM)

----CREI – CPS REMOVAL ELIGIBILITY INFORMATION (updated by IVE unit)

|

PPHL – PERMANENCY PLAN HEARING LIST

PPHD – PERMANENCY PLAN HEARING DETAIL

|

CRTL – COURT LIST

CRTD – COURT DETAIL

|

CPHL – CLIENT PLACEMENT HISTORY LIST

PLAD – PLACEMENT DETAIL, or

ADOD – ADOPTION DETAIL, or

GARD – GUARDIANSHIP DETAIL

|

SERL – SERVICES LIST

|

SERN – SERVICE DETAIL: NON-PAYABLE (for any non-payable services)

SERP – SERVICE DETAIL: PAYABLE (for any payable services)

-----SSJD – SUPPLEMENTAL SERVICE JUSTIFICATION (only if entering certain services)

FLOW TO ENSURE APPROPRIATE SCREENS ARE UPDATED PRIOR TO RUNNING THE D427 (FOSTER CARE REVIEW) DOCGEN:

ACTD – ACTIVITY DETAIL

|

ADDD – ADDRESS DETAIL

|

CLID – CLIENT DETAIL

|

CREI – CPS REMOVAL ELIGIBILITY INFORMATION (updated by IVE Unit staff)

|

CRTD – COURT DETAIL

|

EDHL – EDUCATION HISTORY

|

EMPL – EMPLOYMENT HISTORY

|

GARD – GUARDIANSHIP DETAIL

|

IARD – INITIAL ASSESSMENT & REVIEW DETAIL (make sure permanency goal on most current review is still accurate; if not, add a PGR (Progress Review) to update.

|

ICWD – ICWA DETAIL

|

MDTD – MEDICATION/TREATMENT DETAIL

|

MMHD – MEDICAL/MENTAL HEALTH DETAIL

|

PERD – PERSON DETAIL

|

PLAD – PLACEMENT DETAIL

|

PLSH – PLACEMENT STATUS HISTORY

|

PPHD – PERMANENCY PLAN HEARING DETAIL

|

RELL – RELATIONSHIP LIST

|

SPND – SPECIAL NEEDS DETAIL

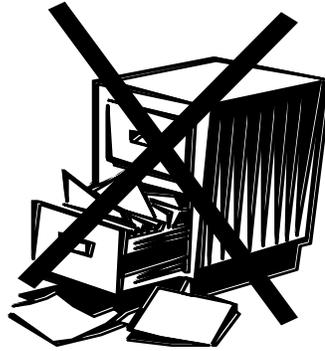
REPORT/REFERRAL

Person Search

Person Details

Report/Referral Intake Process

Person Search



RR-02

- The database contains all persons with a CAPS ID
- Search for all people before entering them into the system
- After search criteria is entered, a list of potential matches will be displayed
- A person with a CAPS ID does not have to be made a client in CAPS
- A person becomes a client when:
 - A CAPS ID has been assigned to a worker on the AXED (Assignments/Transfers Detail) screen

PERS - Person Search

```
CAFSPERS                PERSON SEARCH                07/13/2016    11:59
USER ID : C84852
CAPS ID : 00002107    25    NAME: DOE, JUNIOR

                        LAST NAME : pickle
                        FIRST NAME : p
                        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. If the person is already in CAPS, do not add the person again.
 - Type 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 prior to those that match the name search criteria*, or a message displays indicating no matches were found

- Search criteria is one of the following:
 - Name, SSN, or CAPS ID
 - If the search criteria entered is the CAPS ID or SSN, only an exact match will be displayed if a match exists.
 - The name search can also be more refined by entering a combination of item (e.g. Last name and Date of Birth)

- Search by:
 1. SSN or CAPS ID, if available
 2. Last Name (as little as one letter can be used to do a search). CAPS will do an alphabetic search based on the character(s) you've entered.
 3. Last Name (or partial Last Name) with Y entered in the Phonetic Search. Useful for multiple word names & names that could be spelled/entered different ways.

- Spaces in names: CAPS sorts the space 'character' before the A's, alphabetically.

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      CNTY  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

CAN/P: Child Abuse Neglect/Provider
- C = Involved in a CPS investigation where allegations were
  substantiated, and then could not be located.
- P = Person associated to a licensed provider/facility. Could be a
  group home employee, foster parent, etc.
- B = Both (C + P both apply to this individual)
  
```

A person's CAPS ID stays the same forever.

- Displays info for persons that met the search criteria entered on PERS; if searching on name info, also displays the previous name, alphabetically
- The select functions are listed at the top of the screen under the CAPS ID and NAME
- 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 and 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 bring the info back to the other screen.
- If person exists/is listed on PERL, use it. Have the assigned worker transfer if necessary.
- To add a new person to the database, press F11
 - The PERD (Person Detail) screen will be displayed in ADD mode
- F2 will return you to PERS (Person Search)

PERD - Person Detail

Display only (AXED).
If blank, person is not a client.

A(dd)
P(rietary)
(SSN)

```

CAFSPERD                PERSON DETAIL                07/14/2010    10:40
USER ID : C84852      ADD
CAPS ID : 00000000    00      NAME:

LAST NAME  : pickle
FIRST NAME : paxton      AKA:
MIDDLE NAME :           CAN:
SUFFIX    :           P SSN VERIF:
SEL P/S-- SSN ---- SEL P/S-- SSN ----
a  p 123456789  -
DRIVERS LICENSE ST: NUMBER:
BIRTH DT  : 01011999  VERIF:  AGE: 0
PLACE    :
DATE DECEASED :
SEX CODE   : m
ETHNICITY  : ca
HSPNC ORGN : n  IDENTITY VERIF:
MARITAL STATUS: nm  DATE:

ASSIGNED WORKER INFORMATION
WORKER ID:           RGN:  CNTY:
NAME:
PHONE NO:           EXT:
SECONDARY:

----- ADDRESS -----
LINE1 :
LINE2 :
CITY  :
STATE :  ZIP CODE :  -
COUNTY:
TELEPHONE :
IV-E WAIVER: N

EMPLOYMENT
NAME :
PHONE:           INCOME :
OCC:           STATUS :
                START DATE:
                END DATE:

PATH:
    
```

Display only (ADDL/D)

Display only (EMPL)

- 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 performed on PERL, CAPS will assign the CAPS ID when you press ENTER to update the screen. After Enter is pressed, you can F11 on PERD to add another person, as long as the last name is the same.
- 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). Can also show as LAST ASSIGNED WORKER
- 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

Display only on PERD

- Verifications for SSN and 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. These verification fields are populated when the person is a Client, going into paid care, who has applied for Medicaid. These items verified via Interface (IN) cannot be updated in CAPS.

```

CAFSPERD                PERSON DETAIL                07/14/2016    10:46
USER ID : C84852    MODIFY
CAPS ID : 00002196    00    NAME: PICKLE, PAXTON

LAST NAME   : PICKLE                ASSIGNED WORKER INFORMATION
FIRST NAME  : PAXTON                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 123-45-6789

DRIVERS LICENSE ST:  NUMBER:  ----- ADDRESS -----
BIRTH DT : 01/01/1999 VERIF:  AGE: 17  LINE1 :
      PLACE :                      LINE2 :
DATE DECEASED :                      CITY :
SEX CODE   : M    MALE                STATE :    ZIP CODE :    -
ETHNICITY  : CA                      COUNTY:
HSPNC ORGN : N    IDENTITY VERIF:    TELEPHONE :
MARITAL STATUS: NM  DATE:                IV-E WAIVER: N
----- EMPLOYMENT -----
NAME :                      STATUS :
PHONE:                      INCOME :    START DATE:
OCC:                          END DATE:
SHFT+F10=CLRSSN
                                           PATH: █

```

Up to 6
ETHNICITY
codes
allowed.
Required for
clients.

- 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.
- When Ethnicity field is entered, HSPNC ORGN field becomes required. Choices are Y, N, D, or U. Guidelines for this field are as follows:
 - 1) Type Y 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.

CONSISTENT ENTRY OF PERSONS AND PROVIDER NAMES INTO CAPS

Little typographical errors cause BIG trouble

This information is intended to bring consistency to the way a person or a provider are entered in CAPS.

While some of the practices which will create consistency may seem silly, the difference in a CAPS user's entry of a person, first name last or last name first, with spaces or without spaces, or with or without punctuation marks, can affect the success of the search.

Please adhere to the following practice when doing person or provider entry:

1. BE CERTAIN that you are at the BEGINNING of the field when you type in the person's/provider's name and the provider's abbreviated name. Using the tab key will ensure you are at the beginning of the field. Some users have inadvertently spaced and then entered the person name.

RIGHT... LAST NAME:HOLLING
FIRST NAME:PAULA
WRONG... LAST NAME: HOLLING
FIRST NAME:PAULA

The wrong entry (with the initial space) will cause HOLLING PAULA to be at the beginning of the person name list (PERL).

The result is:

HOLLING, PAULA
ALBERTSON, JOE
ANDERSON, SUSAN

The same problems can result when entering provider names.

RIGHT... PROVIDER NAME:CASEY FAMILY PROGRAM INC
WRONG... PROVIDER NAME: CASEY FAMILY PROGRAM INC

The wrong entry (with the initial space) will cause CASEY FAMILY PROGRAM INC to be at the beginning of the provider name list (PROL).

The result is:

CASEY FAMILY PROGRAM INC
ALBERTSONS INC
ALLISON, FRED AND NANCY

2. When entering a provider/person name, enter LAST NAME FIRST(space)(NO comma)FIRST NAME LAST.

RIGHT... PERSON NAME:HOLLING PAULA
WRONG... PERSON NAME:PAULA HOLLING

3. DO NOT use any punctuation marks ever, ever, ever in either the person name or AKA name fields.

RIGHT... LAST NAME:HOLLING ANDERSON
FIRST NAME:PAULA
WRONG... LAST NAME:HOLLING-ANDERSON
FIRST NAME:PAULA

RIGHT... LAST NAME:OTOOLE
FIRST NAME:MARGIE
WRONG... LAST NAME:O'TOOLE
FIRST NAME:MARGIE

RIGHT... LAST NAME:ST JAMES
FIRST NAME:HENRY
WRONG... LAST NAME:ST. JAMES
FIRST NAME:HENRY

The same rules apply to entering provider names and provider abbreviated names.

RIGHT... PROVIDER NAME:OTOOLE MARGIE
WRONG... PROVIDER NAME:O'TOOLE, MARGIE
RIGHT... PROVIDER NAME:AKELSTAD MURPHY JOHN AND MARY
WRONG... PROVIDER NAME:AKELSTAD-MURPHY, JOHN & MARY

RIGHT... ABBREVIATED NAME:YTC
WRONG... ABBREVIATED NAME:Y.T.C.

RIGHT... PROVIDER NAME:CASEY FAMILY PROGRAM INC
WRONG... PROVIDER NAME:CASEY FAMILY PROGRAM, INC.

RIGHT... ABBREVIATED NAME:CASEY
WRONG... ABBREVIATED NAME:C.A.S.E.Y.

4. When a provider is a couple as with many foster or adoptive parents, always enter the man's name first (to support consistency and easily locating these providers)

RIGHT... AKELSTAD MURPHY JOHN AND MARY
WRONG... AKELSTAD MURPHY MARY AND JOHN

5. LESS IS MORE when doing a name search. Enter ANDER and you will get a list that shows all the ANDERSEN, ANDERSENS, ANDERSON and ANDERSONS. This is especially useful if you're not exactly sure how the name is spelled. It also helps in avoiding duplicate entries.

DUPLICATE CAPS IDS

Greetings from the Help Desk!



The best way to avoid creating the problems associated with duplicate ID#s is to do a thorough search before adding someone to the system:

- Perform a phonetic search when entering a new person in CAPS. Take time to go through the screens to ensure that the person being added is not already there.
- Search under all known names for a person.
- If a person has a first name such as Robert or Rebecca, search for other first name possibilities such as Bob, Rob, Bobby, Becca, or Becky.
- If a person has a last name that is more than one word (for example, Rides Horse), do a search for Rides Horse and Rideshorse. A space is considered alphabetically prior to the letter "A".
- Do multiple searches if the information is known – name, SSN, name/DOB, etc.
- Look at the relationship list (RELL) for each of the ID#s. If the list of relationships is completely different, chances are they are not the same person.
- Be aware of fathers/sons and mothers/daughters that have the same name.

BOTTOM LINE: It is worth it to spend a few minutes up front doing a thorough person search rather than waste time entering a bunch of information only to discover the information was already there on another CAPS ID number.

* * * * *

What to do when you find duplicate CAPS ID #s...

When you find duplicate ID numbers in CAPS, please notify Margaret Jennings-Jeffrey at mjenningsjeffrey@mt.gov. Remember, duplicate ID numbers means the same person is listed multiple times on PERL with **different** CAPS ID numbers. **Please do not alter any information when you find duplicate ID#s. Let Margaret work with the Help Desk to resolve the duplicate problem before you update any information.**

Requests must be made via e-mail (mjenningsjeffrey@mt.gov) and if known, please state the following information:

- √ The **“good”** CAPS ID # you want to **keep**
- √ The **“bad”** CAPS ID # you want to **delete**

Reminders...

- If there is a worker attached to one of the CAPS ID#s, that is the # we need to keep.
- If both CAPS ID#s show a worker attached, the workers must be the same person if the CAPS ID# being deleted is for an open client.
- If both CAPS ID#s have services/assessments, the bad number must have a CLO review entered and approved on IARD.
- You may not replace a client with a person.
- The “bad” client ID# can not be deleted for a person with a name in CAPS of ‘UNK CAPS’
- The “bad” client ID# can not be deleted if trust account monies exist for the client. You would need to contact Central Office to have the monies moved to the “good” ID#.

* * * * *

RRRL – Report/Request List

```

CAFSRRRL          REPORT/REQUEST LIST          06/20/2006  11:41
USER ID : CS4566          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:
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
- 0001028 12/09/2004  CPS  0  AB  R/R CAT:  C7TR15
- 0001014 12/09/2004  CPS  0  BA  Report/Referral  C7TR16
- 0001015 12/09/2004  CPS  0  CO  Category  C7TR17
- 0001016 12/09/2004  CPS  0  DR  CPS = Child Protective  C7TR18
- 0001017 12/09/2004  CPS  0  EN  Services.  C7TR19
- 0001018 12/09/2004  CPS  0  FI  CPI = Child Protective  C7TR20
- 0001019 12/09/2004  CPS  0  GA  Information.  C7TR21
- 0001020 12/09/2004  CPS  0  HA  CFS = Child Protective  C7TR22
- 0001021 12/09/2004  CPS  0  KN  Services, Request for  C7TR23
- 0001022 12/09/2004  CPS  0  LA  Services  C7TR24
- 0001023 12/09/2004  CPS  0  MY  TRB = Tribal  C7TR25
- 0001024 12/09/2004  CPS  0  PR  LIC = Licensing  C7TR26
                                     LIH = Licensing Info
                                     PATH: █
    
```

- This screen initially displays all the worker’s Report/Request events in order by Date received; the newest info will be at the top of the list
- Available search criteria - R/R number, CAPS ID, Provider ID, WORKER ID, START FROM Date, County, R/R Category and Status; **must clear WORKER ID field.**
- If the START FROM date filter is used, it sorts info with that date at the top, on down to more current info. Otherwise, it will be sorted with newest info at the top.
- 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: 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.

“V” – View (Inquire) CID1 Information

- If a field worker selects a report/request that was originally added on CID1 with a ‘V’,

the worker will be taken to CID1 in INQUIRE mode

- If a field worker selects a report/request that was originally added on RRD1 with a 'V', a message will display that says "CID1 DOES NOT EXIST"

"M" – Modify RRD1 Information

- If a field worker selects a report/request that was closed on CID1 with an 'M', a message will display that says "USER DOES NOT HAVE UPDATE ACCESS"
- If a field worker selects a report/request that is assigned to a CI worker with an 'M' a message will display that says "USER DOES NOT HAVE UPDATE ACCESS"

"I" – Inquire RRD1 Information

- A CI worker will be able to select all report/requests with an 'I'
- A field worker will be able to select all non-tribal report/requests with an 'I'

Adding a Referral

- If a CI worker presses F11 from RRRL, they will be taken to CID1 in add mode
- If a tribal field worker presses F11 from RRRL, they will be taken to RRD1 in add mode

CID1 – Centralized Intake Detail 1

```
CAFSCID1          CENTRALIZED INTAKE DETAIL 1          07/11/2016    10:55
USER ID : C81285  MODIFY                                REPORT    1
R/R NUMBER: 0001074 R/R CATEGORY: CPS PRIORITY: 3 TAKEN BY: C74142CI PRIORS: N
INV START DATE: 05/01/2013 TIME: 15:01 ASSIGNED TO: C74142CI WORKER
----- REPORTER DETAIL -----
REPORTER: ANNIE APPLE                                REL: NBR SLFRPT: N PH: 406 444-1234
RPTR DETAIL: LIVES NEXT DOOR TO THE MOUSE FAMILY

----- REPORT GENERAL INFORMATION -----
REPORT NAME: MINNIE MOUSE                            PROV NO:          000
ADDRESS      : 754 RIVER ROCK RD                     PROV PHONE: 406
CITY/ST/ZIP: HELENA                                MT 59602         COUNTY: 025 LEWIS & CLARK
PHONES:(1) 406 443-4321 REL: SLF W/H/C: H (2) 406    REL:             W/H/C:
INVESTIGATION SUMMARY: CONCERNS CHILDREN ARE BEING EXPOSED TO PARENTAL METH
USE AND/OR METH MANUFACTURING IN THE HOME.

DRUG USE ALLEGED: Y DRUG LAB/MFG: Y DRUGS: MET
FIRST CNTCT DT:                                     FIRST CNTCT TIME: DTRMN END DATE:
R/R STATUS: 0 ACTION TAKEN:

-
PATH:
```

- A CI worker can add a report/request with any report/request category type
- The “ASSIGNED TO:” field will be defaulted to the WORKER ID of the worker adding the report/request.
 - The field next to the “ASSIGNED TO:” field will contain the last name (as many characters as possible) of the worker whose USER ID appears in the “ASSIGNED TO:” field

Assigning reports on CID1

- The CI worker adding the report/request will decide if the report/request should be assigned to a field worker. If so, the CI worker can change the “ASSIGNED TO:” USER ID from their ID to another worker.
 - If the CI worker changes the “ASSIGNED TO:” USER ID from their ID to a field worker ID, a confirm message will appear that says “TO CONFIRM, PRESS F16(SHIFT + F4), TO CANCEL PRESS ENTER”. This will ensure that the CI worker is done with the report/request.
 - The DRUG USE ALLEGED field will be required at the time of transfer. DRUG LAB/MFG and DRUGS fields will be optional.
 - The PRIORITY field will be required at the time of transfer.
 - The report/request information will then be “frozen”. This means that the report/request can no longer be modified on CID1.
 - A “workable” copy will be created once the report/request is assigned to a field

worker

- The “original” and “workable” copy will have the same report number.
- Field workers will be able to make the required changes to their “workable” copy on RRD1, RRD2 and RRD3

Closing reports on CID1

- If a CI worker closes a report/request, a confirm message will appear that says “TO CONFIRM, PRESS F16(SHIFT + F4), TO CANCEL PRESS ENTER”
 - This will ensure that the CI worker is done with the report/request
 - The report/request will then be “frozen”. This means that the report/request can no longer be modified on CID1
 - RRC supertask workers will not be able to reopen report/requests that were closed on CID1
 - CIC supertask workers will be able to reopen report/requests that were closed on CID1
 - CI workers can only close R/R CATEGORY of ‘CPI’ on CID1. All other R/R CATEGORIES must be re-assigned to a field worker.

Functionality

- CI workers cannot enter data in the “DETERMINATION END DATE:” or “ACTION TAKEN:” fields when a report/request has a category type other than ‘CPI’ . If data is entered in these fields for a R/R CATEGORY other than ‘CPI’ a message will display that says “WHEN USING THIS CATEGORY TYPE, FIELD MUST BE BLANK”
- CI workers will be able to modify all enterable fields until the report/request is re-assigned to a field worker or closed by a CI worker on CID1
- The INVESTIGATION SUMMARY field is enterable by CI.
- CI workers will be taken to CID2 automatically when a report/request is added and the R/R CATEGORY is ‘CPS’, or ‘LIC’
 - If the R/R CATEGORY is something other than ‘CPS’, or ‘LIC’, the worker will not be taken to CID2 automatically. The worker can type CID2 in the PATH and press ENTER to access CID2
 - A CI worker shall not be taken to CID2 automatically when inquiring or modifying on a report/request. The worker can type CID2 in the PATH

Alerts

- RO1003 – REPORT &01 ADDED will be created for the supervisor of the ‘TAKEN BY’ ID
- RO1012 - REPORT &01 ASSIGNED BY CI WORKER &02 will be created when a report is re-assigned to a field worker. The alert will be created for both the new assigned worker and their supervisor
- RO1008 - REPORT &01 NEED TO BE COMPLETED will be deleted from the CI workers alert when a report is re-assigned to a field worker
 - A new RO1008 alert is created for the reassigned worker (field worker) and their supervisor

CID2 – Centralized Intake Detail 2

```
CAFSCID2          CENTRALIZED INTAKE DETAIL 2          07/11/2016    11:06
USER ID : C81285  MODIFY                               PAGE NO:    1
R/R NUMBER: 0001074  CATG: CPS  CHILD PROT DATE: 05/01/2013  ASSGN TO: C74142CI
PROVIDER:          000                                ALG:

TO SELECT, ENTER D=DELETE, A=ADD, M=MODIFY, R=RELATION, P=PRIMARY
SEL CAPS-ID      FIRST          LAST          SUFX  R/R ROLE
- 00001661      MANDY          MOUSE          V     ALG: EMD
  AGE: 11      DOB: 05/25/2005  SEX: F  ETH: CA
  FAM ROL:      CATG: CH          HSPNC ORGN: N  PRP REL:
- 00001662      MARKIE        MOUSE          V     ALG: EMD
  AGE: 7       DOB: 10/10/2008  SEX: M  ETH: CA
  FAM ROL:      CATG: CH          HSPNC ORGN: N  PRP REL:
- 00001659      MICKEY        MOUSE          P     ALG:
  AGE: 41      DOB: 02/25/1975  SEX: M  ETH: CA
  FAM ROL:      CATG: AD          HSPNC ORGN: N  PRP REL:
- 00001660      MINNIE        MOUSE          P     ALG:
  AGE: 39      DOB: 08/10/1976  SEX: F  ETH: CA
  FAM ROL:      CATG: AD          HSPNC ORGN: N  PRP REL:
-
  AGE:      DOB:      SEX:      ETH:
  FAM ROL:  CATG:      HSPNC ORGN:  PRP REL:

PATH: _
```

- CID2 is accessed from CID1. CI workers are either taken to CID2 automatically (R/R CATEGORY of ‘CPS’, or ‘LIC’), or by typing CID2 in the PATH and pressing ENTER
- CI workers will be able to modify all enterable fields until the report/request is re-assigned to a field worker or closed by a CI worker on CID1

Duplicate Person Resolution

- CAPS has a duplicate resolution process where a worker can contact the help desk and request that a duplicate CAPS ID be deleted for a person/client. If a CAPS ID is marked for deletion, all information that is tied to that ID will be transferred to the ID that was kept.
 - **This functionality will not change for Centralized Intake and any CAPS IDs that may have been entered on CID2**

Unfounded Report Purge Program

- CAPS has a process to purge information when a report is determined to be ‘UNF’ (Unfounded). The purge process is run upon the Department’s request during nightly processing. The process checks all reports currently in CAPS to see if the report meets the purge requirements and, if those requirements are met, the report is purged.

USE OF "UNKNOWN" ON CID2/RRD2 SCREEN

When entering persons on the CID2/RRD2 screen, a search of the CAPS system must be completed to find a person's CAPS identification number. To find a person in CAPS, use person search (PERS). If the person is known to the CAPS system, a CAPS number will be displayed and the worker should use the existing CAPS number on CID2/RRD2. If the person is not known to CAPS, the worker will need to enter the person's information to the system so a CAPS identification number can be assigned. After adding a person to CAPS, the SHIFT+F9 key can be used to bring the person back to the CID2/RRD2 screen without retyping the information. Do not add any "unknown" persons on PERD. The CAPS system provides several "unknowns" on PERL to fit most categories. Select the "unknown" from PERL that most closely fits the referral information.

The following is a list of CAPS ID numbers for UNKNOWN:

130223 = UNK CAPS, ADULT

130224 = UNK CAPS ADULT, FEMALE

130225 = UNK CAPS ADULT, MALE

130226 = UNK CAPS, CHILD

130227 = UNK CAPS CHILD, FEMALE

130229 = UNK CAPS CHILD, MALE

Also, do not assign any of these unknown CAPS IDs to your caseload using the AXED screen. Centralized Intake uses these IDs for any unknown person on an intake referral.

RRD1 - Report Request Intake Detail 1

```

CAFSRRD1          REPORT/REQUEST INTAKE DETAIL 1      06/30/2016      10:51
USER ID : C81285  MODIFY                                REPORT      1
R/R NUMBER: 0001085 R/R CATEGORY: CPS PRIORITY: 1 TAKEN BY: C74142CI PRIORS: N
INV START DATE: 08/26/2013 TIME: 08:29 ASSIGNED TO: C74142SW
----- REPORTER DETAIL -----
REPORTER: MINNIE MOUSE                                REL: NBR SLFRPT: N PH: 406
RPTR DETAIL: TESTING TESTING TESTING

----- REPORT GENERAL INFORMATION -----
REPORT NAME: DAISY DUCK                                PROV NO:      000
ADDRESS      : 754 RIVER ROCK RD                      PROV PHONE: 406
CITY/ST/ZIP: HELENA                                  MT 59602     COUNTY: 025 LEWIS & CLARK
PHONES:(1) 406 444-4444 REL: SLF W/H/C: H (2) 406    REL:         W/H/C:
INVESTIGATION SUMMARY: MINNIE IS CONCERNED FOR THE SAFETY OF DAISY.

DRUG USE SUSP: DRUG LAB/MFG: DRUGS:
FIRST CNTCT DT: FIRST CNTCT TIME: DETRM END DT:
R/R STATUS: 0 ACTION TAKEN:

PATH:
    
```

Most yellow text came from CID1.

DRUG USE SUSP field required at closure.

ACTION TAKEN codes (max.10) & DETERMINATION END DATE entered prior to closure. (R/R STATUS: C)

- Most of the information displayed on RRD1 is a “workable copy” of the information that was entered on the CID1 screen
- The sixty (60) day determination requirement is based on the investigation start date, INV START DATE, the date the report is received), not the first contact date
- PRIORS (upper right hand corner). This field is display only on RRD1 – it is entered by Centralized Intake unit staff on the CID1 screen
- INVESTIGATION SUMMARY. This field is used to enter a summary of the CPS worker’s investigation when a referral is about to be closed. CPS can type over the info that was defaulted into RRD1 when CI initially typed their notes regarding the call, on CID1. Investigation notes and documentation should be entered on RRD3 or as a note in Doc Gen.
- The DRUG USE SUSP field will be required at the time of closure. DRUG LAB/MFG and DRUGS fields will be optional.
 - PRIORITY can only be changed by supervisors and regional administrators
- Field workers (with the exception of tribal workers) **cannot** add CPS, CPI and CFS referrals on RRD1.

RRD2 - Report Request Intake Detail 2

```

CAFSRRD2          REPORT/REQUEST INTAKE DETAIL 2      06/30/2016      10:56
USER ID : C81285  MODIFY                               PAGE NO:   1
R/R NUMBER: 0001085  CATG: CPS  CHILD PROT DATE: 08/26/2013  ASSGN TO: C74142SW
PROVIDER:          000                                ALG:
                                                       DET:
TO SELECT, ENTER D=DELETE, A=ADD, M=MODIFY, R=RELATION, P=PRIMARY
SEL CAPS-ID  FIRST      LAST      SUFX  CATG
- 00001238  DAISY      DUCK
AGE: 10  DOB: 05/15/2006  SEX: F  ETH: CA  FAM ROLE:  DET: SUP
R/R ROLE: V  LIVING ARRANGEMENT: SPF  HSPNC ORGN: N  REL: BFR
- 00001239  DONALD     DUCK
AGE: 35  DOB: 10/15/1980  SEX: M  ETH: CA  FAM ROLE:  DET:
R/R ROLE: P  LIVING ARRANGEMENT:  HSPNC ORGN: N  REL:
-
AGE:  SEX:  ETH:  FAM ROLE:  DET:
LIVING ARRANGEMENT:  HSPNC ORGN:  REL:
-
AGE:  SEX:  ETH:  FAM ROLE:  DET:
LIVING ARRANGEMENT:  HSPNC ORGN:  REL:
-
AGE:  DOB:  SEX:  ETH:  FAM ROLE:  DET:
R/R ROLE:  LIVING ARRANGEMENT:  HSPNC ORGN:  REL:

```

ALG & REL may be added on RRD2 for Victims

DET required for closure.

Yellow text came from CID2; most is updateable.

- This screen initially captures the provider identification number if appropriate and information about all persons involved in the report
- General process to add a new person to the report:
 - Add in the select field, CAPS ID, CATG (usually CH or AD), ALG (for persons with Victim in the R/R Role field), FAM ROLE, and R/R ROLE (Victim, Perpetrator, or Neither)
 - Then if the report is substantiated, appropriate codes are entered in the DET field, LIVING ARRANGEMENT and REL.
- To search or add a person to the system
 - To search, press F12 in the CAPS ID field. CAPS will take you to PERS, and then PERL. If the person is found, select their CAPS ID with an “S”.
 - If person is not found on PERL, press F11 (Add). Once added on PERD, press Shift-F9 to bring the person in the header back to RRD2.
- Can set up relationships between report persons using the “P” and “R” select codes
- If allegations are substantiated, the worker should enter the determination code of SUP (substantiation pending) to allow due process to the perpetrator. If no fair hearing is requested, the code will be changed to SUB. If a fair hearing is requested, the code will be changed to FHR. If the substantiation is overturned the code will be changed to UNX. If criminal charges are pending, the code will be changed to CCP and pending the outcome of the charges will then be changed to SUB or to FHR, SUB or UNX depending on if a fair hearing is requested.

USE OF DETERMINATION CODES ON RRD2 FOR CPS

AJP = Adjudication pending: YINC pending
CCP = Criminal charges pending
CWF = Closed without findings
FHR = Fair hearing requested
FND = Founded
IIW = Insufficient information to warrant an investigation
IND = Indicated maltreatment occurred; unable to substantiate
LGP = Pending per legal agreement/settlement; see CPS Program
SUB = Substantiated abuse, neglect or exploitation
SUD = Substantiated/indicated child abuse resulted in death
SUP = Substantiation pending
UNF = Unfounded, no reason to suspect maltreatment under state law
UNR = Unsubstantiated after internal review
UNS = Unsubstantiated/Unable to establish abuse, neglect or exploitation
UNX = Substantiation overturned after review committee/fair hearing

When allegations are substantiated, the worker should enter a determination code of **SUP**. This is required to allow due process to alleged perpetrators. The referral should be closed as usual per current policy (this is so the system can accurately reflect that investigations are completed within the 60-day limitation period).

Substantiation letters should go out and the alleged perpetrator(s) has/have 30 days to request a fair hearing. If no fair hearing is requested, the code will be changed automatically by the system to SUB.

If criminal charges are pending, the code would need to be changed to CCP. Based on the outcome of the charges, the code will then be changed to SUB (if there is a conviction) or to FHR, SUB or UNX (if there is not a conviction and a fair hearing is or is not requested.)

If a fair hearing is requested, the code would be changed to FHR. Once the review has taken place, the code will then be changed to SUB or UNX, depending on whether or not the substantiation was upheld. (UNX is only to be used when a substantiation determination is overturned after review.) ***Since the report, in most instances, will be closed the appropriate supertask person will have to change this code.***

The system will automatically change SUP determinations to SUB 45 days after the determination end date entered on RRD1 if FHR or CCP codes are not entered.

As a courtesy, please notify your regional supertask person when you are notified that a fair hearing has been requested.

RRD3-Report/Request Intake Detail 3

```
CAFSRRD3          REPORT/REQUEST INTAKE DETAIL 3      04/10/2008      15:37
USER ID : CS4566   MODIFY
R/R NUMBER: 0001350  CATG: CPS CHILD PROT   DATE: 03/01/08  ASSGN TO: C74142SW

THIS SCREEN CAN BE USED TO RECORD MISCELLANEOUS INFORMATION REGARDING THE INTAKE
AND/OR THE INVESTIGATION. THIS SCREEN IS NOT REQUIRED. THE WORKER HAS 18 LINES
OF AVAILABLE SPACE FOR TEXT.

                                     PATH:
```

- This screen is used to enter comments associated with the report/referral from RRD1 and/or RRD2.
- To access this screen type RRD3 in the PATH from either RRD1 or RRD2. (Be sure to UPDATE RRD1/RRD2 before accessing RRD3)
- Up to 18 lines of comments can be written

R/R CATEGORIES - WHEN TO USE A CODE, AND WHO GETS ALERTED

- ✚ If the report category is CPS, a provider number IS entered on CID1/RRD1, and individual CAPS IDs are NOT entered on CID2/RRD2:
 - 1) The provider number will automatically carry over to CID2/RRD2.
 - 2) An alert is generated to the assigned worker of the provider/facility (Report ##### on provider ##### please read.)
 - 3) An alert is generated to the assigned worker of any client placed with that provider/facility (Allegation recd for provider #####. Check client #####.)
 - 4) An allegation and determination must be entered for the provider on RRD2 before the system will allow closure of the report.
 - 5) Because the category is CPS, only CPS-related allegations and determinations can be entered on CID2/RRD2. For example, the system will not allow an allegation of LIC (Licensing Violation) or determinations of LVS/LVU (Licensing Violation Substantiated/Unsubstantiated.)

- ✚ If the report category is CPS, a provider number IS NOT entered on CID1/RRD1, and individual CAPS IDs ARE entered on CID2/RRD2:
 - 1) If a CAPS ID on CID2/RRD2 is identified as a perpetrator, an alert is generated to the assigned worker of any facility that ID is associated with (Provider ##### / Employee ##### indicated as perpetrator) as long as that individual has been entered on PRPL/PRPD for the facility.
 - 2) An allegation and determination must be entered on RRD2 before the system will allow closure of the report. Because allegations/determinations are not tied to a perpetrator, individual CAPS IDs for victims would also need to be entered on CID2/RRD2.
 - 3) An alert is generated to the assigned worker of a client if they are an individual associated to a report regardless if they are identified as a perpetrator or a victim (Report ##### received for client ##### on 01/01/02.)

- ✚ If the report category is CPS, a provider number IS entered on CID1/RRD1, and individual CAPS IDs ARE entered on RRD2:
 - 1) All of the above would apply, depending on what the worker entered (i.e., is the allegation against the provider/facility as a whole, or against an individual associated with that provider/facility.) Either way, as long as the person is associated to the provider/facility on PRPL/PRPD, the assigned worker for that provider/facility will receive an alert that the report was received.
 - 2) If the allegation is against an INDIVIDUAL associated with the facility, that individual's name should be what is entered in the REPORT NAME field on CID1/RRD1.

✚ If LIC is used:

- 1) LIC should only be used if the allegation is a licensing issue (i.e., exceeding maximum number of children licensed for, license has expired but still providing care, etc.) If the allegation is one of abuse or neglect, then the category of CPS should be used.
- 2) LIC category will require a provider number on CID1/RRD1.
- 3) An allegation and determination must be entered on RRD2 before the system will allow closure of the report.
- 4) Because the category is LIC, only LIC-related allegations and determinations can be entered on CID2/RRD2.
- 5) An alert is generated to the assigned worker of the provider/facility (Report ##### on provider ##### please read.)
- 6) An alert is generated to the assigned worker of any client placed with that provider/facility (Allegation recd for provider #####. Check client #####.)

✚ If LII is used:

- 1) LII should only be used for licensing information requests (somebody not currently licensed and wanting to become licensed) or for referrals against a non-licensed provider.
- 2) NO ALERT is sent out for LII requests because they are not tied to a specific provider number. For example, if it is a report being called in on somebody that is providing care to several children, and the reporter does not believe that person is licensed, it is up to the worker entering the report or the assigned worker of that report to follow up with any investigation on these issues.

REPORT/REQUEST CHANGES AFTER CLOSURE

Once a report has been closed on RRD1, you can no longer modify any of the information that is displayed on the RRD1, RRD2 or RRD3 screens for that report. However, there is an individual in each region that has the “supertask” authority to make changes to that information on closed reports.

This is how the process works:

If you make an error entering the report, such as the wrong information and the report has been closed or those fields are protected, you would contact your supervisor and identify what you need changed. The supervisor would review the request for change and send it to the supertask person in the region to make the change. This person would then make the change. If there is a disagreement regarding if a change should be made, the regional administrator has the final decision.

If a supervisor or regional administrator, upon case review, disagrees with the determination made on a report, they would contact the supertask person in the region who makes the changes (cc to the RA, if applicable) with that information and comments as to why the change is being requested. This person would then make the change, adding the comments to Docgen Notes or RRD3 as appropriate. If there is disagreement regarding proposed changes, the regional administrator has the final decision.

If a case is reviewed and changed by the substantiation review panel, the panel coordinator will notify the supertask person in the region (cc to the RA) and give them the information from the review. This person would then enter the information in NOTES (DocGen) or RRD3 and if the determination was reversed, they would also make that change (a determination code of UNX- Unsubstantiated After Review will be used for determinations that were changed after review.)

Drug tracking information can also be changed by the supertask person after the report has been closed, if necessary.

To obtain a list of staff who have the ability to change data on a report once it has been closed, access the SPTK (Supervisory Task List) screen, TAB to the SUPERTASK CODE field and enter RRC (Report Review Committee.) This will give you the list of workers, by region. Workers identified with a “P” level are the primary contact. Some Central Office staff is listed in order to make updates on reports when fair hearings are requested/conducted.

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 RECEIVED	R/R CAT	STS	REPORT NAME	DETERMIN END DATE	WORKER ASSGND
-	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:

C number of the current assigned worker – can F12 to see who it is.

If the report is in “C” (closed) status, the end date for the listed report displays

- This screen displays a list of reports that contain the identified CAPS ID and have a substantiation determination associated to the report.
- The substantiation does not, necessarily, have to be on the person the background check is being performed on (the CAPS ID and name displayed at top)
- Reports will appear on the list if there are any of the following determinations on the report:
 - AJP – Adjudication Pending: YINC Pending
 - CCP – Criminal Charges Pending
 - FHR – Fair Hearing Requested
 - FND – Founded
 - IND – Indicated Maltreatment Occurred – Unable to Substantiate
 - LGP – Pending Per Legal Agreement/Settlement, See CPS Program
 - LVS – Licensing Violation Substantiated
 - SUB – Substantiated Abuse, Neglect or Exploitation
 - SUD – Substantiated/Indicated Child Abuse Resulted in Death
 - SUP – Substantiation Pending
- You can inquire on up to 50 reports at a time. Then on the RRD1 (Report/Request Intake Detail 1) screen, press F7/F8 to page through the reports.

CLIENT SETUP

Assignments & Transfers

Security and Access

Client Setup

Client Details

Building Client History

AXED - Assignment/Transfers Detail

```

CAFSAXED          ASSIGNMENTS/TRANSFERS DETAIL          07/18/2016    11:56
USER ID : C84852

ENTER ENTITY TYPE BEING PROCESSED
(C-CLIENT,F-FACILITY,P-PERSON OR R-REPORT): C
PROCESSING CLIENT   : 0002107
                    NAME : DOE, JUNIOR

FUNCTION   : S (ENTER A=ASSIGN, T=TRANSFER,
                R=READ ONLY, S=SHARE)
COURTESY SUPERVISED?: Y
FROM USER  : C7TR15    FIFTEEN, TRAINEE
TO USER   : C7TR16    SIXTEEN, TRAINEE

TYPE       : P (T=TEMPORARY, P=PERMANENT)

ENTER START DATE OF TRANSFER
OR CLIENT EFFECTIVE DATE: 07/18/2016
END DATE: 99/99/9999

IS THIS A PRIVATE ADOPTION AGENCY CLIENT (Y/N)? :

Remember to Shift+F4 to Confirm your entry!

FS900354 TO CONFIRM, PRESS F16(SHIFT+F4) . PATH: █
    
```

Type codes for ENTITY TYPE, PROCESSING #, FUNCTION fields & press Enter if you want CAPS messages to guide you in completing the rest of the required fields.

- The process of assigning a person to a worker makes the person a client.
- This screen can be used to:
 - Assign a person to a worker
 - Assign a client to a worker
 - Re-assign a closed client to a worker
 - Supervisor can assign a client to a worker
 - A worker can assign closed clients to their own caseload
 - A worker can share or grant temporary read only access for an entity.
- The F10 key allows you to select other persons from RELL (Relationship List) screen so multiple persons can be assigned to a worker at one time
- The system will not allow the worker to TRANSFER a client if
 - The client has any services that have any PENDING approval status
 - The client has any payments that are in UNAPPROVED, INCOMPLETE or MAILED status. Contact Central Office if the system stops you from transferring due to payment details, as they can take care of these for you
- It is VERY IMPORTANT that if a transfer is taking place between agencies (i.e., DPHHS to DOC) that the transfer is done promptly. This does affect funding source information for the new worker if not done immediately.

- When a transfer occurs, an event record is created and stored in the system
- ASSIGNMENT – This grants permanent access to the worker assigned. Requires:
 - **Entity Type**
 - **Processing field** = ID number (CAPS ID, if assigning individual to yourself)
 - **Function** = A
 - **To User** = (c number)
 - **Client Effective Date**
 - **Private Adoption indicator**
- TRANSFER - This grants permanent/or temporary access to another worker for a client, facility or report. CAPS defaults the Client Effective Date to the current system date. Requires:
 - **Entity Type**
 - **Processing field** = ID number
 - **Function** = T
 - **To User** = (other worker's c number)
 - **Private Adoption indicator**
- SHARED ACCESS - This grants shared permanent/temporary write access of a client to multiple users at one time. CAPS defaults the Client Effective Date to the current system date. Requires:
 - **Entity Type**
 - **Processing field** = ID number
 - **Function** = S
 - **Courtesy Supervised** = Y/N (only for sharing of **clients**)
 - **To User** = (other worker's c number)
 - **Type** = T (temporary) or P (permanent). If T, **End Date** is also required.

Note: To terminate shared access, a Release is performed by entering an 'R' on the CSLL (Caseload List) screen of the worker who with shared access.
- READ ONLY - This grants temporary read only access with an expiration date no greater than five days. CAPS defaults the Client Effective Date to the current system date. If the End Date and Type fields are left blank, CAPS defaults the End Date to 5 days past current date, and the Type of T (Temporary).
 - **Entity Type**
 - **Processing field** = ID number
 - **Function** = R
 - **To User** = (other worker's c number)



CAFSCSLL CASELOAD LIST 07/14/2016 11:41
 USER ID : C81285 PAGE NO: 1

DISPLAY C=CLIENTS,R=REPORTS OR B=BOTH: B VIEWING CASELOAD OF USER: C81285
 TO SELECT, ENTER S=SELECT, R=RELEASE OR T=TRANSFER

Client Placement History List

REPORT/ SEL	CAPS-ID	NAME	DATE	TYP	PERM	ALRT	IND	CLNT	CPHL
—	00001165	BRINKER, BONNIE	09/09/13	S	RTH			C	P
—	00001166	GREEN, GREGORY	09/09/13	A	RTH			C	P
—	00001167	HUDSON, HENRY	09/09/13	S	RTH			C	P
—	00001212	PICKLE, PAUL	12/18/13	S	RTH			C	P
—	00001163	PINK, PENNY	09/09/13	S	RTH			C	P
—	00001131	BARKER CHILD	10/03/14	A				R	
—	00001130	DINKLE KIDS	10/03/14	A				R	
—	00001169	NEIGHBOR CHILD	06/24/16	A		Y		R	
—	00001112	NEIGHBOR CHILD	05/15/14	A				R	

TYP:
A(ssigned)
S(hared)
R(ead only)

- The Caseload List screen is used to select an open or closed client, a referral or a provider to work on or to transfer authority to another worker
- CSLL defaults to display B(oth) clients and reports for your caseload. You can update to display only clients (C) or only reports (R).
- Supervisors can also update the CASELOAD to view the caseload of one of their workers
- When a record is selected with an S, the client, or report is activated
 - When ENTER is pressed, CLID or RRD1 will be displayed depending on if the selection is a client, or a report
 - Any screen accessed after this selection will contain data on the selected client or report, until you change to a new one by typing the new one's number
- If the user transfers a client (or report) by selecting with a T, the AXED (Assignment Detail) screen will be displayed
 - Multiple transfers or the transfer of an entire caseload is accomplished by selection of each client with the option (T)
 - The user will then cycle through the transfer screen for each selected client, provider or report to enter the new worker number for transfer
- If you are granted shared or read only access, you can use R to release it on CSLL

RELL - Relationship List

```

CAFSRELL                                RELATIONSHIP LIST                                06/30/2016    9:58
USER ID : C74142SW MODIFY                PAGE NO:      1
CAPS ID : 00001654 00                    NAME: DOE, ANNETTE

TO SELECT, ENTER I=INQUIRE, M=MODIFY, C=COPY OR D=DELETE
REL                                     --INDICATORS--
SEL TYP DESCRIPTION                     NAME          HH PCLC FR SD  CAPS ID
-   BMR BIRTH MOTHER                   DOE, JANE     S   N   N   N   00001655
-   BRO BROTHER                         DOE, CARL     N   N   N   N   00001657
-   SIS SISTER                          DOE, BRANDY   N   N   N   N   00001656
    
```

This REL TYP code reflects how the listed person is related to Annette.

PATH:

- This screen will display a list of other persons in the system that are associated with a specific person and describe their relationship to that person
- A person must have a CAPS ID in order to form a relationship with a primary person
- You can INQUIRE, MODIFY, COPY or DELETE relationship information
 - The primary person in the relationship is the person to whom all other persons are being associated
 - You can “C” (COPY) certain details to be associated with multiple people
- To ADD a person you would use the F11 function and add on the RELD (Relationship Detail) screen
 - If you do not know the CAPS ID for a person you want to ADD then you will have to do a person search
- SD (Secured Description): If a person’s relationship is perpetrator, then a relationship of perpetrator would be indicated in the secured description on RELD
 - CAPS then creates the reverse relationship (RVS) for the victim to the perpetrator

RELD - Relationship Detail

```
CAFSRELD                RELATIONSHIP DETAIL                06/30/2016    9:54
USER ID : C74142SW MODIFY
CAPS ID : 00001654    00    NAME: DOE, ANNETTE

PRIMARY PERSON CAPS ID : 00001654 NAME : DOE, ANNETTE
                                ADDRESS: 345 FARKLE RD
                                HELENA                MT 59601 -
-----
PERSON ASSOC W/PRIMARY : 00001655 NAME : DOE, JANE
HOUSEHOLD IND (O/S)    : S    ADDRESS: 754 RIVER ROCK DR
PHYSICAL CUSTODY      : N
LEGAL CUSTODY         : N    HELENA                MT 59602 - 0240
FINANCIALLY RESPONSIBLE: N

RELATIONSHIP TYPE     : BMR BIRTH MOTHER
SECURED DESCRIPTION   :

COMMENTS :

SHFT+F12=FILL

                                PATH: _
```

- This screen is used to DISPLAY, MODIFY or ADD detail relationship information for a person who is related to a primary person
- Household Ind (O/S): Enter O if the person you are adding (Jane) resides in the same house as the primary person (Annette in this example).
- Physical Custody: Enter Y if Jane has physical custody of Annette
- Legal Custody: Enter Y if Jane has legal custody of Annette
- Financially Responsible: Enter Y if Jane is financially responsible for Annette
- The secured description field is only accessible to a worker with the appropriate security
 - This information can describe the relationship to a person, such as victim, perpetrator or possibly both
- After updating RELD and pressing Enter, additional relationships can be added to the primary by pressing the F11 key

SETTING UP RELATIONSHIPS FROM RRD2

Before you begin, it is best to ensure that each person listed on RRD2 has a FAM ROLE identified. If entered, these family roles will carry over to the relationship list automatically and will require few additions/changes when building relationships.

```

CAFSRRD2          REPORT/REQUEST INTAKE DETAIL 2      07/18/2016      13:46
USER ID : C84852  MODIFY                               PAGE NO: 1      MORE
R/R NUMBER: 0001001  CATG: CPS  CHILD PROT DATE: 11/14/1997  ASSGN TO:
PROVIDER:          000                                ALG:
                                                         DET:

TO SELECT, ENTER D=DELETE, A=ADD, M=MODIFY, R=RELATION, P=PRIMARY
SEL CAPS-ID  FIRST      LAST      SUFX  CATG
p 00002055  WILLIAM    PERSONTESTING      AD  ALG:
AGE: 57 DOB: 06/12/1959 SEX: M ETH: CA  FAM ROLE: BFR  DET:
R/R ROLE: N  LIVING ARRANGEMENT:      HSPNC ORGN:      REL:
r 00002054  PATRICIA   PERSONTESTING      AD  ALG:
AGE: 53 DOB: 11/22/1962 SEX: F ETH: CA  FAM ROLE: BMR  DET:
R/R ROLE: P  LIVING ARRANGEMENT:      HSPNC ORGN:      REL:
r 00002056  RENEE     PERSONTESTING      CH  ALG:
AGE: 29 DOB: 01/01/1987 SEX: F ETH: CA  FAM ROLE: DAU  DET:
R/R ROLE: N  LIVING ARRANGEMENT:      HSPNC ORGN:      REL:
r 00002057  WILLIAM    PERSONTESTING      JR  CH  ALG: PHA
AGE: 5 DOB: 10/15/2010 SEX: M ETH: CA  FAM ROLE: SON  DET: SUB
R/R ROLE: V  LIVING ARRANGEMENT:      HSPNC ORGN: N  REL: BMR
r 00002053  DESSIE    DOE                AD  ALG:
AGE: 94 DOB: 04/20/1922 SEX: F ETH: CA  FAM ROLE: GPR  DET:
R/R ROLE: N  LIVING ARRANGEMENT:      HSPNC ORGN:      REL:

                                     PATH: █
    
```

Enter a “P” (primary) on the select line next to the first person and an “R” (relation) on the select line next to all other listed persons. Press F10 to access RELL (Relationship List).

On RELL, notice that the person marked with a “P” is at the top of the screen and all persons marked with an “R” are on the list. The family roles that were entered on RRD2 are also defaulted in for each person.

```

CAFSRELL                RELATIONSHIP LIST                07/18/2016   13:52
USER ID : C84852      ADD                PAGE NO:    1
CAPS ID : 00002055   25      NAME: PERSONTESTING, WILLIAM

TO SELECT, ENTER I=INQUIRE, M=MODIFY, C=COPY OR D=DELETE
REL                --INDICATORS--
SEL TYP  DESCRIPTION      NAME                HH PCLC FR SD  CAPS ID
BMR      BIRTH MOTHER     PERSONTESTING, PATRICIA      N      00002054
DAU      DAUGHTER         PERSONTESTING, RENEE        N      00002056
SON      SON               PERSONTESTING, WILLIAM      N      00002057
GPR      GRANDPARENT      DOE, DESSIE                 N      00002053

FS901638 SCREEN IS IN ADD MODE FROM THE CID2/RRD2 SCREEN . PATH: RRD2
  
```

Verify that the listed REL TYP is appropriate for each person listed. For example, as shown above, BMR is the defaulted relationship for Patricia because that was the family role listed on RRD2. However, Patricia is NOT William’s Birth Mother. Therefore, you would want to TAB to the BMR code, press F12 and select the appropriate relationship (spouse). The relationship codes for Renee and William Jr. are appropriate, and Dessie's will need to be updated to reflect how she is related to William Sr.

Once you have made adjustments to the relationship type, you can update any necessary indicators (Household, Physical Custody, Legal Custody, Financially Responsible, and Secured Description) just press ENTER to return to the RRD2 screen.

Repeat these steps for each person listed on RRD2, making each person the primary and relating the other persons to that primary.

SETTING UP RELATIONSHIPS FROM REL

```

CAFSRELL          RELATIONSHIP LIST          07/18/2016   14:03
USER ID : C84852  MODIFY                      PAGE NO:   1
CAPS ID : 00002055  25      NAME: PERSONTESTING, WILLIAM

TO SELECT, ENTER I=INQUIRE, M=MODIFY, C=COPY OR D=DELETE
REL          --INDICATORS--
SEL TYP  DESCRIPTION          NAME          HH PCLC FR SD  CAPS ID
-   OTH  OTHER                DOE, DESSIE G      N  N  N      00002053
-   SON  SON                  PERSONTESTING, WILLIAM  N  N  N      00002057
-   DAU  DAUGHTER            PERSONTESTING, RENEE   N  N  N      00002056
-   SPO  SPOUSE              PERSONTESTING, PATRICIA N  N  N      00002054

                                           PATH: █
    
```

To add a relationship directly from REL (Relationship List), type in the CAPS ID of the primary person you want to add the relationship to. Press F11 to access RELD (Relationship Detail).

```

CAFSRELD          RELATIONSHIP DETAIL        07/18/2016   14:06
USER ID : C84852  ADD                      NAME: PERSONTESTING, WILLIAM
CAPS ID : 00002055  25

PRIMARY PERSON CAPS ID : 00002055 NAME   : PERSONTESTING, WILLIAM
                                ADDRESS: 422 CHESTNUT STREET
                                BUTTE           MT 59701 -
-----
PERSON ASSOC W/PRIMARY : 00002121 NAME   :
HOUSEHOLD IND (O/S)   : S      ADDRESS:
PHYSICAL CUSTODY      : N
LEGAL CUSTODY         : N      -
FINANCIALLY RESPONSIBLE: N

RELATIONSHIP TYPE     : COU  COUSIN (FIRST)
SECURED DESCRIPTION   :

COMMENTS :
Comments can be entered here to provide more info, as needed. █

SHFT+F12=FILL

                                           PATH: █
    
```

On RELD, all information above the dashed line will default in for the primary person.

Your cursor will default to the PERSON ASSOC W/PRIMARY field. Enter the CAPS ID of the person you are adding as a relation. (You can also press F12 to access Person Search – search for the person and select them from Person List with an “S” – this will bring them back to RELL.)

HOUSEHOLD IND (O/S) = enter an “O” if the person you are adding resides in the same house as the primary person. Enter an “S” if the person you are adding does not reside in the same house as the primary person.

PHYSICAL CUSTODY = enter a “Y” if the person you are adding has physical custody of the primary person. Enter an “N” if the person you are adding does not have physical custody of the primary person.

LEGAL CUSTODY = enter a “Y” if the person you are adding has legal custody of the primary person. Enter an “N” if the person you are adding does not have legal custody of the primary person.

FINANCIALLY RESPONSIBLE = enter a “Y” if the person you are adding is financially responsible for the primary person. Enter an “N” if the person you are adding is not financially responsible for the primary person.

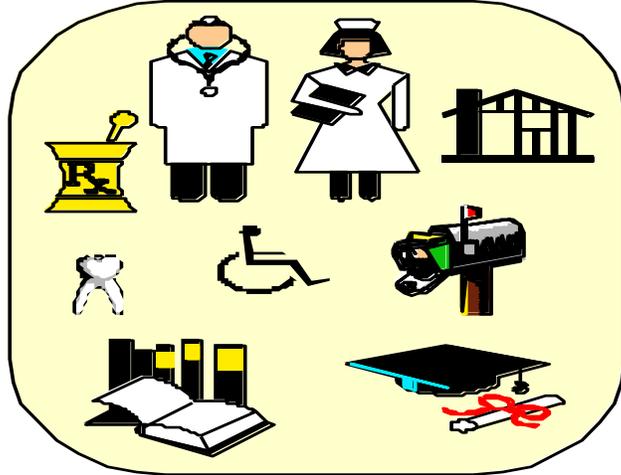
RELATIONSHIP TYPE = press F12 and select the appropriate relationship type.

SECURED DESCRIPTION = press F12 and select the appropriate description of the relationship between these two persons is a perpetrator/victim relationship.

COMMENTS = any general comments regarding the relationship can be entered here.

When you are done entering all the fields, press ENTER to update. If you have another relationship you need to add press F11 to add the next relationship.

CLIENT HISTORY SETUP



CS-04

- After a person has been assigned a CAPS ID or found to already have a CAPS ID, detailed information can be entered/updated in the system
- The worker can ADD, MODIFY or DELETE information; some screens require the person to be a client, and others can be updated for a person
 - You can enter new or update existing information
 - Address information (updateable for a person)
 - Client Detail information
 - Indian Child Welfare information (updateable for a person)
 - Special Needs information
 - Educational information (updateable for a person)
 - Medical information (updateable for a person)
 - Relationships information (updateable for a person)
 - Financial/Employment information (updateable for a person)

ADDL -Address List

```
CAFSADDL                ADDRESS LIST                07/18/2016   14:14
USER ID : C84852                PAGE NO:    1
CAPS ID : 00002084   25      NAME: TESTING, EVE

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

      START
SEL  DATE      ACT TYP  ADDRESS                CITY                ST  DIR
-   12/20/97   Y   P   1045 N MONTANA AVE    HELENA              MT
-   12/20/97   Y   R   1010 FRANK ST        HELENA              MT
-   12/20/97   N   P   PO BOX 7616          MISSOULA            MT
-   12/20/97   N   P   50 S LAST CHANCE GULC HELENA              MT
-   12/20/97   N   P   3075 N MONTANA AVE   HELENA              MT

                                     PATH: █
```

- The Address List screen is used to display a history of addresses associated to a person in the CAPS system
 - The most recent record is displayed at the top of the list
 - The person may have only one open MAILING address, only one open RESIDENCE address but you may have multiple ALTERNATE addresses at a time
 - The last address remains active until a new one of that type is added (except Alternates; there can be multiple active alternate addresses)

- An address is not pulled from RRD1; that address is connected to the report, not to a person

- On this screen you can INQUIRE, MODIFY or DELETE an address

CAPS COUNTIES

Note: Judicial Districts indicated in parenthesis; used on CRTL, Court Jurisdiction field

1	BEAVERHEAD (5)	29	MCCONE (7)
2	BIG HORN (22)	30	MEAGHER (14)
3	BLAINE (17)	31	MINERAL (4)
4	BROADWATER (1)	32	MISSOULA (4)
5	CARBON (22)	33	MUSSELSHELL (14)
6	CARTER (16)	34	PARK (6)
7	CASCADE (8)	35	PETROLEUM (10)
8	CHOUTEAU (12)	36	PHILLIPS (17)
9	CUSTER (16)	37	PONDERA (9)
10	DANIELS (15)	38	POWDER RIVER (16)
11	DAWSON (7)	39	POWELL (3)
12	DEER LODGE (3)	40	PRAIRIE (7)
13	FALLON (16)	41	RAVALLI (21)
14	FERGUS (10)	42	RICHLAND (7)
15	FLATHEAD (11)	43	ROOSEVELT (15)
16	GALLATIN (18)	44	ROSEBUD (16)
17	GARFIELD (16)	45	SANDERS (20)
18	GLACIER (9)	46	SHERIDAN (15)
19	GOLDEN VALLEY (14)	47	SILVER BOW (2)
20	GRANITE (3)	48	STILLWATER (22)
21	HILL (12)	49	SWEETGRASS (6)
22	JEFFERSON (5)	50	TETON (9)
23	JUDITH BASIN (10)	51	TOOLE (9)
24	LAKE (20)	52	TREASURE (16)
25	LEWIS & CLARK (1)	53	VALLEY (17)
26	LIBERTY (12)	54	WHEATLAND (14)
27	LINCOLN (19)	55	WIBAUX (7)
28	MADISON (5)	56	YELLOWSTONE (13)

CLID - Client Detail

```

CAFSCSID                CLIENT DETAIL                07/11/2016    11:58
USER ID : C74142SW MODIFY
CAPS ID : 00001654    00    NAME: DOE, ANNETTE

ADDRESS LINE1 : 345 FARKLE RD    OPEN FOR SERVICE (Y/N) : Y
ADDRESS LINE2 :                    EFFECTIVE DATE : 05/01/2016
CITY : HELENA                    CLOSURE DATE : 99/99/9999
STATE/ ZIP : MT 59601 -    CLNT CATEGORY : CH CHILD
TELEPHONE :                    FINANCIAL CNTY: 25 LEWIS & CLARK
WHOSE ADDRESS : PLP PLACEMENT PROVID    PLACEMENT TYPE: OUT OF HOME CARE

HEIGHT : 5 2    WEIGHT : 105    EMERGENCY CONTACT PHONE: 406 444-5678
HAIR : BRN BROWN    NAME : NANCY DOE (AUNT)
EYES : GRN GREEN    BIRTHMOTHER MARRIED AT TIME OF BIRTH: N
BIRTH DATE : 05/25/2005    AGE : 11    PREVIOUSLY ADOPTED : N    AGE :
ETHNICITY : CA    PREGNANT - DUE DATE:
HSPNC ORGN : N    SPECIAL NEEDS :    NUMBER SIBLINGS: 2
RELIGION : LUT LUTHERAN    SSN : 987-98-7987
CITIZENSHIP: US    U.S. CITIZEN

SCHOOL NAME : CR ANDERSON MIDDLE SCHOOL    EXPECT TO GRAD. BY AGE 19:
CONTACT NAME : DANIEL WEBSTER
PHONE : 406 443-1234    DATE ENTERED 08/27/15 - LEFT 06/03/16    GRADE : 6

PATH: _
    
```

Check the CLNT CATEGORY & FIN CNTY fields to quickly discern if CLID's been completed.

- This screen is used to capture and display detailed demographic information about a specific client
- CLID must be completed before placements or services can be entered in CAPS
- The EFFECTIVE DATE reflects the earliest date that may be used for dates such as ones associated with placements and services
- Required fields on this screen are:
 - Birth date
 - Ethnicity
 - Hispanic Origin
 - Client Category
 - Financial County
 - Birthmother Married at Time of Birth (if Client Category is "CH" – child)
 - Previously Adopted (if Client Category is "CH" – child)
- You can also enter EMERGENCY CONTACT PHONE & NAME
- If the ETHNICITY code is American Indian (AI) or Alaskan Native (AN) the system will automatically take you to the ICWD (Indian Child Welfare Detail) screen

These fields pull in from PERD.

ICWD - Indian Child Welfare Detail

```
CAFSICWD                ICWA DETAIL                07/08/2016    14:32
USER ID : C71315    INQUIRE
CAPS ID : 00001318    00    NAME: WOLFWALKER, WARREN

TO SELECT, ENTER A=ADD, M=MODIFY OR D=DELETE

  SEL   TRIB   TRIBE NAME   TRIBAL   ENROLLMENT   VERIF.SENT   TRIBAL
  ---   ---   -
  _     CC     CHIPPEWA CREE   STATUS   NUMBER
  _
  _
  _

LEGAL DOMICILE : CC          NOTIFY MOTHER :
                                FATHER :

COMMENTS :
:

SHFT+F10=CLRSSN

                                PATH: _
```

- Used to display/input detailed data on a specific American Indian or Alaskan Native person
- You will automatically come to this screen from the CLID (Client Detail) screen when you enter an American Indian or Alaskan Native ETHNIC CODE on a person indicated as CH in the CLNT CATEGORY field on CLID
- This is a REQUIRED screen and it must be completed within 30 days. An alert will be generated to the worker if this screen is not updated after 30 days.
 1. Worker fills in the TRIB CODE, ENROLLMENT NUMBER (if known), LEGAL DOMICILE, & NOTIFY MOTHER, NOTIFY FATHER fields
 2. Worker runs the D200 (Request for Verification of Status) in DocGen; CAPS populates the VERIF SENT field with the date. Note: In some offices, the County Attorney sends out request for verification letters to Tribes not CPS worker. The CA provides a copy of the letter for the person's file/Doc Gen, and the CPS worker enters the date of correspondence in the Comments. Remember, there is also a DocGen for Notification of Judicial Proceedings (D105). Completed documents are saved as a note in the Doc Gen system.
 3. Worker gets word back from the tribe(s) and if an enrollment number is provided, they add it. A TRIBAL STATUS code and TRIBAL JURISD code can be entered. If the tribe indicates they are not affiliated or enrollable, the information is reflected in the comment section: Not enrollable. See correspondence dated xx/xx/xx.

MEDS - Medical Summary

```
CAFSMEDS                MEDICAL SUMMARY                07/18/2016    14:46
USER ID : C84852        MODIFY
CAPS ID : 00002084     25        NAME: TESTING, EVE

HEIGHT: 6              WEIGHT: 290                DISTINGUISHING FEATURES : Y
HAIR  : BRN           BROWN                MEDICAL/MENTAL DETAIL (MMHD) : N
EYES  : BLU           BLUE                PRESCRIPTION MEDICATION (MTD) : N
BLOOD TYPE: O+        ALLERGIES: N                MRM : N        MEDICAL CASE MGMT : N
PREGNANT - DUE :

PRIMARY PHYSICIAN: DR. SUE SMITH
DATE OF LAST EPSDT SCREEN :
IMMUNIZATION RECORD REQUESTED : PROVIDED :
HEALTH INFORMATION REQUESTED : PROVIDED :

----- PAGE NO: 001
HEALTH CARE COVERAGE : 973    AMERICAN TRAVELERS LIFE
POLICY NUMBER        : 1234567890    GROUP CERTIFICATION #: 12345678901
POLICY HOLDER CAPS-ID: 00002085    POLICY HOLDER SSN:
NAME (L,F,M): WASHINGTON            WALTER
ISSUED DATE: 12/12/1999    END DATE: 12/12/2003    VERIFIED DATE: 12/12/1999
SHFT+F10=ADD ADDITIONAL INSURANCE
FS900018 UPDATE SUCCESSFUL . PATH: 
```

Related to the D210 Doc Gen

- This screen is used to record/display a summary of a person’s medical status and personal medical data with attention to conditions requiring special consideration by the worker
- If the ALLERGIES or DISTINGUISHING FEATURES field is modified/indicated with a “Y” (yes) the worker should attach/ read notes in Doc Gen
- Press SHIFT+F10 to clear the bottom portion of the screen (health care coverage) in order to add additional insurance information
 - Health care coverage information will automatically default into the Child Support Enforcement Referral and the Foster Care Medicaid/IVE Application screens

EMPL - Employment History

```
CAFSEMP      EMPLOYMENT HISTORY      07/18/2016  14:54
USER ID : C84852  MODIFY                PAGE NO:  1
CAPS ID : 00002055  25  NAME: PERSONTESTING, WILLIAM

TO SELECT, A=ADD, M=MODIFY OR D=DELETE
SEL
- PROVIDER NUMBER :
  NAME : S&S CONSTRUCTION COMPANY          PHONE: 406 797-1111
  ADDR1: BOX 17                            START DATE: 11/14/1997
  ADDR2:                                    END DATE: 99/99/9999
  CITY : ANACONDA                          STATE: MT  ZIP CODE: 59711 -
  OCC: TRUCK DRIVER
  INCOME: 15.00 PER HOUR                    STATUS: SL  SEASONAL
  HOURS PER MONTH:
- PROVIDER NUMBER :
  NAME :                                    PHONE:
  ADDR1:                                    START DATE:
  ADDR2:                                    END DATE:
  CITY :                                    STATE:  ZIP CODE:  -
  OCC:
  INCOME:                                    STATUS:
  HOURS PER MONTH:

                                           PATH: █
```

- This screen is used to record and display information about a person's employment and interfaces to Child Support when appropriate
- You can ADD, MODIFY or DELETE employment information on this screen
- Enter the name of the EMPLOYER, START and END DATES (if applicable) of employment, ADDRESS, and OCCUPATION information for each job
 - INCOME is optional; if entering income, use monthly salary (before deductions)
- If a person is associated with a provider in CAPS, that information will display if it has been entered on PRPL (Provider Person List)
- Employment records are displayed in reverse chronological order (most current first)
 - The most current employment record will display at the bottom of the PERD (Person Detail) screen

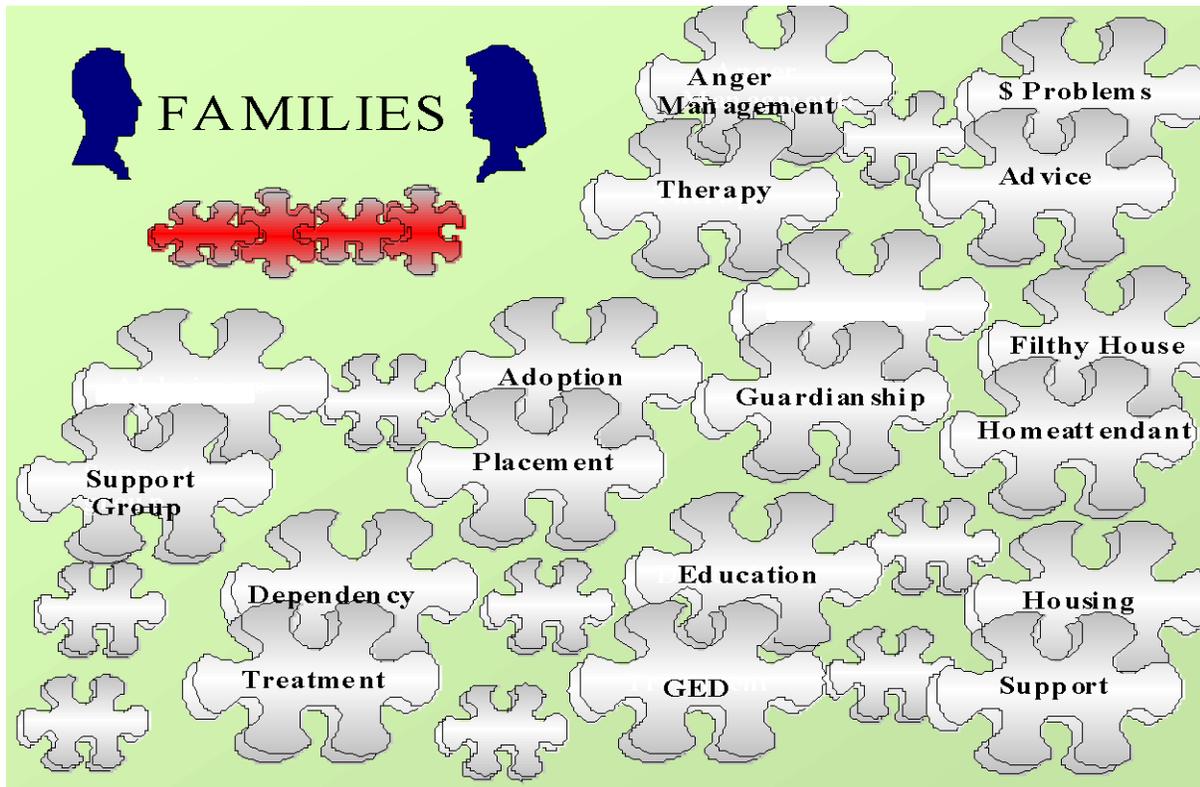
PERMANENCY PLAN

Initial Assessments

Ongoing Reviews

Closure Reviews

Permanency Hearing Details



- Initial Assessment and Reviews are performed on the system
 - You can select/view reviews by type of review and from a certain date forward
- You can list each client's permanency hearing information to meet CFSR requirements

IARL - Initial Assessment and Review List

```

CAFSIARL          INITIAL ASSESSMENT AND REVIEW LIST          07/08/2016    13:26
USER ID : C81285          PAGE
CAPS ID : 00001654      00      NAME: DOE, ANNETTE

TO DISPLAY, ENTER X: X  ACTIVE ONLY      _  ACTIVE AND INACTIVE
START FROM:              REVIEW TYPE:
TO SELECT, ENTER I=INQUIRE OR M=MODIFY - IF F11(ADD), ENTER TYPE:
OR D=DELETE              APRV          RVW
SEL      DATE      TYP      DESCRIPTION          STAT      NEXT REVIEW      STAT
_      07/01/2016   FCR      FOSTER CARE BY F.C.R          01/01/2017   A
_      05/01/2016   INA      INITIAL REVIEW/ASSES

```

F12 here to choose TYPE, then press F11. An INA (Initial Assessment) must be entered 1st.

CAPS sets the NEXT REVIEW date for FCR and PER entries, & an alert is created for 30 days before the NEXT REVIEW date.

PATH: _

- This screen displays, in reverse chronological order, the history of Initial Assessments and Reviews that have been done for a specific client
- You can INQUIRE, MODIFY or DELETE a review
 - Approved reviews (APRV STAT = A) cannot be modified or deleted
- To ADD a review, enter the type of review in the ENTER TYPE field plus the F11 key
 - IARD (Initial/Assessment and Review Detail) screen will be displayed in ADD mode
- Enter a date in the START FROM field to view all reviews from that date forward
 - You may also enter a REVIEW TYPE code to view only those review types
- To enter a closure review, all services and placements must be closed first
- In order to provide a service or a placement for a client, an **Initial Assessment** must be completed on IARL/IARD **first**

IARD - Initial Assessment and Review Detail

```

CAFSIARD          INITIAL ASSESSMENT AND REVIEW DETAIL      07/08/2016      13:23
USER ID : C81285  MODIFY
CAPS ID : 00001654    00    NAME: DOE, ANNETTE

ASSESSMENT/REVIEW TYPE: INA  INITIAL REVIEW/ASSES
ASSESSMENT/REVIEW DATE: 05/01/2016
PERMANENCY GOAL A   : RTH  REUNIFICATION
DATE PERMANENCY GOAL A ESTABLISHED: 05/01/2016
PERMANENCY GOAL B   : PAR  PLANNED PERMANENT LIVING ARRANGEMENT - W
DATE PERMANENCY GOAL B ESTABLISHED: 05/01/2016
NEXT REVIEW        :

CLOSURE DATE       :          CLOSURE TYPE:
COMMENTS:

* * * * *
ENTERED BY: C74142SW DEE, TWEEDLE
APPROVAL:      BY:          DATE APPROVED:          APPROVER'S COMMENTS:

                                     PATH:
    
```

- This screen is used to enter detailed assessment information for a specified client
- Permanency Goals
 - Goal A for Adults – AAC (Adult Associated with Child, no permanency required) code will prevent them from being flagged for a permanency hearing
 - Goal A for youth – required initially; a true Goal B must be entered within 90 days of initial assessment (see memo from Michelle Sobonya)
- NYE (Not Yet Established) may not be selected as the PERMANENCY GOAL A
 - If permanency goals change, a PGR (Progress Review) should be entered prior to running the D427 (Foster Care Review).
- When the Review Type of Closure is entered, there is a system check of Open Services and the Closure will not be allowed if there are any services that are not closed
 - A client will remain on CSLL (Caseload List) until the Closure Review has been approved by the appropriate supervisor
- Events are created when an Initial Assessment or other reviews are completed
- The WORKER ID of the worker that entered the assessment or review will be displayed above the approving supervisor’s worker ID

PPHL – Permanency Plan Hearing List

F12 here to choose TYPE, then press F11. An INI (Initial) must be entered 1st.

```

CAFSPPHL                PERMANENCY PLAN HEARING LIST
USER ID: C71012IV
CAPS ID: 00001441  00  NAME: DOPPLER, DEBBIE
                                IF F11, ENTER PH TYPE:
TO SELECT, ENTER D=DELETE, I=INQUIRE, M=MODIFY
SEL  PH  PH HELD ON  NEXT DUE  PLAN  REASONABLE  IV-E  IV-E
     TYPE DATE      DATE      APRV  EFFORTS MADE FINDINGS FINDINGS
     _  ONG  11/03/2015 11/03/2016 Y      Y          11/03/2015 11/03/2016
     _  INI                10/31/2015

```

PATH: _

- The PH TYPE field (F12 lookup) will be required when pressing F11 to add and will also be displayed on the list portion of the screen. Valid PH TYPES will be:
 - Initial (INI)
 - Ongoing (ONG)
- This screen is required:
 - Once a year
 - Helps with IV-E
 - Only when a removal has taken place
- Information displayed on the list will include:
 - PH TYPE
 - PH HELD ON DATE
 - NEXT DUE DATE
 - PLAN APRV
 - REASONABLE EFFORTS MADE FOR IV-E
 - IV-E FINDINGS DATE
 - IV-E FINDINGS DUE DATE
- Delete (D), Inquire (I) and Modify (M) will be valid select options. However, delete and modify will only be allowed
 - On the most recent permanency hearing, and
 - By the IVE unit only (if IV-E findings information exists.)
- A PH TYPE of Ongoing (ONG) will not be allowed to be entered if an Initial (INI) does not exist.

PPHD – Permanency Plan Hearing Detail

```
CAFSPPHD                PERMANENCY PLAN HEARING DETAIL    07/06/2016    9:50
USER ID: C74142SW      MODIFY
CAPS ID: 00001441    00    NAME: DOPPLER, DEBBIE

                        CFSR REQUIREMENTS
                        -----
PERMANENCY HEARING TYPE: ONGOING
  INITIAL PH DUE DATE: 10/31/2015
    PH HELD ON DATE: 11/03/2015
    NEXT PH DUE DATE: 11/03/2016
    PH CONDUCTED BY: CRT
    PP APPROVED BY COURT: Y    DATE: 11/03/2015

COMMENTS:

                        IV-E REQUIREMENTS
                        -----
        60 DAYS FROM CHILDS REMOVAL DATE: 10/31/2014
DATE CHILD ADJUDICATED YOUTH IN NEED OF CARE:
    REASONABLE EFFORTS MADE FOR IV-E:    DATE:
    REASONABLE EFFORTS FINDINGS DUE DATE:

COMMENTS:

                                                                PATH: _
```

- The PERMANENCY HEARING TYPE field will not be enterable or modifiable on PPHD, but will be defaulted in based on the selection entered on PPHL (Initial or Ongoing).
- The INITIAL PH DUE DATE field will not be enterable or modifiable on PPHD, but will be calculated as one year after the earlier of the following dates:
 - The date the child was adjudicated, or
 - 60 days from the child’s removal date.This date will be calculated when adding an Initial (INI) permanency hearing and will be carried forward from the Initial to all Ongoing (ONG) permanency hearing details.
- The PH HELD ON DATE field will be enterable on this screen for Ongoing (ONG) details only. This field will be required (if the updating worker does not have a IVE Unit (SCS) or Program Bureau (SPF/SMH) staff type) for all Ongoing (ONG) permanency hearing details if the REASONABLE EFFORTS MADE FOR IV-E DATE is blank.
- The NEXT PH DUE DATE field will not be enterable or modifiable on PPHD, but will be calculated as:
 - One year from the PH HELD ON DATE if the REASONABLE EFFORTS MADE FOR IV-E DATE is blank, or
 - One year from the REASONABLE EFFORTS MADE FOR IV-E DATE if one exists.This date will be blank if the PH TYPE is Initial (INI) or if the client’s 18th birthday falls

before the next calculated due date.

- The PH CONDUCTED BY field (F12 lookup) will be enterable on this screen for Ongoing (ONG) details only. This field will be required (if the updating worker does not have a IVE Unit (SCS) or Program Bureau (SPF/SMH) staff type) for all Ongoing (ONG) permanency hearing details. Valid options are:
 - Court (CRT)
 - Foster Care Review (FCR)

- The PP APPROVED BY COURT field will be enterable on this screen for Ongoing (ONG) details only. This field will be required (if the updating worker does not have a IVE Unit (SCS) or Program Bureau (SPF/SMH) staff type) for all Ongoing (ONG) permanency hearing details. Valid options are:
 - Y (Yes)
 - N (No)

- The PP APPROVED BY COURT DATE field will be required when the PP APPROVED BY COURT field has been marked. This field will not be allowed to be entered if the PP APPROVED BY COURT field is blank.

- The COMMENTS field contains two lines for free-form text related to the CFSR requirements section.

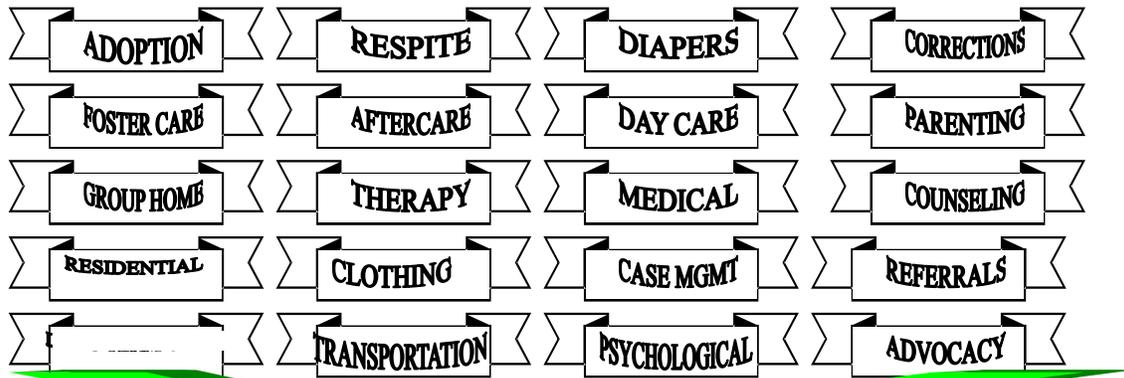
SERVICES

Payable/Non-Payable Services

Court Actions

Placements

Interstate Compacts



CLIENT SERVICES



SERP

SEIH

SERN

- The system allows you to track payable and non-payable services for a client
 - The system will display a client's placement/service history
- On line service approval and alerts

SERL - Services List

```

CAFSSERL                SERVICES LIST                04/01/2015   13:06
USER ID : C81285                PAGE NO: 001
CAPS ID : 00001511   00   NAME: HARPER, HENRY

TO SELECT ENTER: I=INQUIRE, M=MODIFY, D=DELETE        TO ADD=F11 + FASTPATH
START FROM:                SERVICE CODE:

                                APPRV
S  RSN  SERVC  DESCRIPTION          FACILITY NAME    OPEN DATE    CLOSE DATE  S  A  C
-  FP  PFRS1  FOSTER FAMILY-ROOM  HUNTER HOME FOR  11/01/2014   99/99/9999  A
-  FP  SEMRM  REMOVAL                LEWIS AND CLARK  11/01/2014   99/99/9999
-  FP  SCOUN  COUNSELING            HUNTER HOME FOR  02/01/2015   04/30/2015  A  A
-  FP  SCRTC  COURT COSTS - PUBL  HUNTER HOME FOR  11/01/2014   11/01/2014  A  A
-  FP  SCOUN  COUNSELING            HUNTER HOME FOR  11/01/2014   11/01/2014  A  A

                                PATH: _

```



- This screen displays the history of all services provided to a specific client
- The worker can INQUIRE, MODIFY and DELETE services on this screen
 - Only the most recent removal service (SEMRM) can be modified
- The worker can enter a SERVICE CODE to view specific types and dates of services
- Approval levels (S Supervisor, A Administrator, C Central Office) are only populated for payable services
 - APPRV codes: P Pending, A Approved, D Denied
 - All required levels of approval required before payment will be made
- You cannot select MODIFY (with the exception of the close date if one was not originally entered) once the approval process has been completed, unless the service is denied
- You can add a service by typing the appropriate screen (SERN, SEIH, or SERP) in the PATH and pressing F11, the system will take you to the screen in ADD mode

SERN - Service Detail: Non-Payable

```
CAFSSERN          SERVICE DETAIL: NON PAYABLE          07/18/2016    15:16
USER ID : C84852  MODIFY
CAPS ID : 00002057  25  NAME: PERSONTESTING
SERVICE CODE: SEMRM  REMOVAL
PROVIDER : 0005013 000 LEWIS AND CLARK CPS
OPEN DATE : 01/01/2010  CLOSE DATE: 99/99/9999
ABANDONED? : N  REMOVED FROM: 00002054  PERSONTESTING, PATRICIA  REL: BMR
                REMOVED FROM: 00002055  PERSONTESTING, WILLIAM  REL: BFR

REASON FOR SERVICE:          FP  FAMILY PRESERVATION
REASON FOR REMOVAL(PRIMARY):          PHN  OTHERS:

COMMENTS:

CAPS displays error messages on removals if the
ABANDONED code entered is out of synch with
REASON FOR REMOVAL (PRIMARY) or
OTHERS codes.

SHIFT+F1=MORE DETAIL, SHIFT+F9=RELL          PATH: █
```

- This screen allows input of all non-payable services provided to a specific client
- F12 Lookup on Service Code:
 - P services are listed at the top of the list; these are placement services such as foster care, shelter, guardianship
 - S services begin around page 6; you can type S in the START CODE field to jump to the first S code. Examples include removal, diaper and clothing allowance.
- Only non-payable services (items not paid via CAPS) can be entered on this screen
 - No trust account funding sources or provider overpayments are allowed on this screen
- The REASON FOR REMOVAL field is enterable only on a removal service (SEMARM) and a PRIMARY reason will be required.
 - Up to four OTHER reasons for removal can be entered and other reasons are optional
 - Open Date = Date child removed. Leave Close Date blank until child returns home; this keeps it at the top of SERL.
 - Shift+F9 can be used to populate the REMOVED FROM & REL fields
- Field workers can press SHIFT+F1 to access the CREI (CPS Removal Eligibility Information) screen in inquire mode.

USING THE DEPARTMENT AS A PROVIDER

In the CAPS system, it is necessary at times to use the Department as a provider. An example of this would be a removal service. When you put a removal service into CAPS it is required to put in a provider, which in most cases would be the Department worker. Another example of when to use the Department as a provider would be for services you are providing to the client in the capacity as their worker (for example – case management, resource and referral, etc.)

Instead of putting every social worker, youth court worker and licensing worker in the system as a provider, it is better to put each county/judicial district office in as the provider and then you can identify the name of the worker in the COMMENTS section on SERN (Service Detail: Non-Payable). It is also good to differentiate between CPS, licensing or youth court workers.

You will need to search in PROS (Provider Search) to be sure the provider has not been entered previously. If not found, then you will need to F11 to go to PROE (Provider Entry) to enter this new provider. This provider would be entered as a NON-LICENSED/NON-CONTRACTED provider. You will need to complete the required information on the PROD (Provider Detail) screen. It is not necessary to identify services on FSPL (Facility Services Provided List) since the services that will be provided will all be non-payable services that are entered on the SERN screen.

An example of the format to name providers:

LEWIS AND CLARK CPS
CROW TRIBAL SOCIAL SERVICES
MINERAL COUNTY YOUTH COURT

CAPS Open Services List- Last Updated 7/1/2014

Code	Service Code Description	Description
PADAP	Adoption Subsidy –Applicable Child	Monthly maintenance payment to adoptive parents on behalf of eligible children. This service must be approved as part of an adoption subsidy. This service covers children who are categorically eligible for Title IV-E under the Fostering Connections Act.
PADFS	Adoption Subsidy - Financial	Monthly maintenance payment to adoptive parents on behalf of eligible children. This service must be approved as part of an adoption subsidy.
PADOP	Adoption	Placement of a child with a family who has a current approved adoptive home study and who has signed an adoptive placement agreement with the agency.
PFFFC	Full Family Foster Care	Monthly maintenance service that is designed to allow therapeutic foster homes to provide services of multiple provider types (i.e. regular foster care, specialized foster care, and shelter/emergency placements) in addition to therapeutic foster care.
PFRS1	Foster Family Care - Room & Board, Supervision	Basic foster care
PFSPC	Foster Family Care - Specialized	Used to bridge the transition of a child from a hospital, residential treatment or correctional facility back into the community, or to prevent placement into a hospital, residential treatment or correctional facility.
PFSSI	SSI Family Foster Care	Basic foster care for child receiving SSI on child's disability. The Department must be the payee for the child's fund in order to be eligible for this rate. The SSI rate is higher than the standard foster care rate and, if rate increases are authorized, they take place January 1 st of each year.
PFTB1	Therapeutic Family Foster Care - Room/Board Level 1	Rate Matrix Level I supervision requires a .5 FTE social worker to provide program management and professional oversight. In addition, this level of service provides all food, clothing and daily living expenses for youth receiving this level of service.
PFTHR	Foster Family Care - Therapeutic	Both the Moderate and Intensive levels of Therapeutic Family Care reimburse providers for the costs associated with a youth's room and board (food, clothing and daily living expenses) and for supervision of the youth by the therapeutic family care parents. The room and board allowance to the therapeutic family care provider is the same for both the Intensive and Moderate levels of treatment service.
PFTL2	Foster Family Care - Treatment - Level 2	Rate Matrix Level II supportive services require the equivalent of 3.2 FTE staff to provide therapeutic interventions to the youth.

PGRS2	Group Home Care - Room & Board, Supervision - Level 2	Rate Matrix Level II supervision, based on an eight-bed group home, requires two awake shifts, 24 hours per day, 365 days per year. Staff requirements are the equivalent of 3.2 FTE direct care staff. Night shift staff sleeps in the group home. Direct care staff qualifications are a high school diploma or an equivalent combination of education and experience. In addition, Level II supervision provides all food, clothing and daily living expenses for youth receiving this level of service.
PGRS3	Group Home Care - Room & Board, Supervision - Level 3	Rate Matrix Level III supervision, based on an eight-bed group home, requires two awake shifts, 24 hours per day, 365 days per year. Staff requirements are the equivalent of 3.2 FTE direct care staff. Night shift staff sleeps in the group home. Direct care staff qualifications are a high school diploma or an equivalent combination of education and experience. Level III supervision also requires a .5 FTE social worker to provide program management. The social worker position requirements are a bachelor's degree or an equivalent combination of education and experience. In addition, Level III supervision provides all food, clothing and daily living expenses for youth receiving this level of service.
PGRS4	Group Home Care - Room & Board, Supervision - Level 4	Rate Matrix Level IV supervision, based on an eight-bed group home, requires three awake shifts, 24 hours per day, 365 days per year. Staff requirements are the equivalent of 4.8 FTE direct care staff. Direct care staff qualifications are a high school diploma or an equivalent combination of education and experience. Level IV supervision also requires a .5 FTE social worker to provide program management and a .25 FTE administrative support staff position. The social worker position requirements are a bachelor's degree or an equivalent combination of education and experience. The administration support position requirements are the same as those of direct care staff. In addition, Level IV supervision provides all food, clothing and daily living expenses for youth receiving this level of service.
PGRS5	Group Home Care - Room & Board, Supervision - Level 5	Rate Matrix Level V supervision based on an eight-bed group home, requires five awake shifts, 24 hours per day, 365 days per year. Two staff must be awake during the day for each shift and one staff awake during the overnight shift. Staff requirements are the equivalent of 8.0 FTE direct care staff. Direct care staff qualifications are a high school diploma or an equivalent combination of education and experience. Level V supervision also requires a 1.5 FTE social worker, a 1.0 FTE program manager and a .25 FTE administrative support staff position. The social worker position requirements are a bachelor's degree and work-related experience. The administrative support position requirements are the same as those of direct care staff. In addition, Level V supervision provides all food, clothing and daily living expenses for youth receiving this level of service.

PGTL1	Group Home Care – Supportive Services - Level 1	Rate Matrix Level I supportive services, based on an eight-bed group home, requires a 1.0 FTE social worker that provides group and individual counseling. This position spends 25% of their time providing group counseling sessions and 75% of their time providing individual counseling sessions.
PGTL2	Group Home Care – Supportive Services - Level 2	Rate Matrix Level II supportive services, based on an eight-bed group home, requires, in addition to staff who do day-to-day supervision, an additional two shifts per day of direct care staff. This additional staff, the equivalent of 2.8 FTE, provides therapeutic interventions to the youth in the group home. These direct care positions provide 2-3 group counseling sessions per week and 1-3 individual counseling sessions per week.
PGTL3	Group Home Care – Supportive Services - Level 3	Rate Matrix Level III supportive services, based on an eight-bed group home, requires two awake shifts, 24 hours per day, 365 days per year. Direct care staff qualifications are a bachelor's degree or an equivalent combination of education and experience. Level III supportive services also requires a 1.0 FTE professional position of therapist or psychologist, a .25 FTE professional medical service position, and a .25 FTE professional level program manager. Professional staff spends 10% of their time providing group therapy sessions, 60% of their time providing individual therapy sessions and 30% of their time providing family therapy.
PGUAR	Guardianship	Monthly payment to a guardian on behalf of an eligible child. This service must be approved as part of a guardianship subsidy.
PGUAS	Guardianship – Sibling	Monthly payment to a guardian on behalf of a sibling of an eligible child who is placed in the same guardianship home. This service must be approved as part of a guardianship subsidy.
PHCPL	High Cost Placement	Contracted high cost placement - AWARE ONLY .
PJCPH	Pine Hills	Long term secure care for adjudicated male youth. Facility is Department run with services of individual and group therapy on a cognitive level. Sex offender treatment, chemical dependency assessment and AA are available.
PJCRV	Riverside	Long term secure care for adjudicated female youth. Facility is Department run with services of individual and group therapy on a cognitive level. Chemical Dependency assessment and AA are available.
PJIPA	Juvenile Placement by Individual Placement Agreement	Juvenile placement by Individual Placement Agreement. To be used by DOC and Youth Court Staff for placement in facilities which do not have a contract with DPHHS (license required). Individual Placement Agreement must be completed. Exception for use of this code is Swan Valley Youth Academy (PSVYA) and Out of State placements (POSTP).

PMACS	Maternity - Additional Children Supervision	The daily room and board payment for additional children in a maternity group home placed with his/her teenage mother. The rate includes clothing and diaper allowance. This code should be paid under the mother's SERL screen. This code may be added only if more than one child is placed with a teenage mother as PMARB is used to pay for the first child. This code may be used to enter a single daily payment for the additional children (e.g. for one additional child, the daily payment would equal the rate for PMARB; for two additional children, the daily payment would equal twice the rate for PMARB).
PMARB	Maternity – 1 st Child Supervision	Daily room and board payment for one baby or young child in a maternity group home with his/her teenage mother. The rate includes clothing and diaper allowance. This code should be paid under the mother's SERL screen.
PMATF	Maternity-Mother Treatment at Facility	Supportive Services provided for Rate Matrix Supervision Level VII, which requires a 1.0 FTE social worker that provides group and individual counseling. This position spends 25% of their time providing group counseling sessions and 75% of their time providing individual counseling. Payment for day care services is not included in this rate.
PMATM	Maternity/Mother -Baby Supervision at Facility	Supervision provided for Rate Matrix Level VII, based on an eight-bed group home, requires five awake shifts, 24 hours per day, 365 days per year. Staff requirements are the equivalent of 8.0 FTE direct care staff. Direct care staff qualifications are a high school diploma or an equivalent combination of education and experience. Level VII supervision also requires a 1.5 FTE social worker, a 1.0 FTE program manager and a .25 FTE administrative support staff position. The social worker position requirements are a bachelor's degree or an equivalent combination of education and experience. The program manager position requirements are a bachelor's degree and work-related experience. The administrative support position requirements are the same as those of direct care staff. In addition, Level VII supervision provides all food, clothing and daily living expenses for youth receiving this level of service.
POSFC	Out of State Placement Family Foster Care	Placement in a licensed family foster home outside of Montana (ICPC must be completed for approval prior to the placement.)
POSRB	Out of State Placement Room and Board	Room and board payment for out-of-state facilities. This payment is only part of the overall rate, and typically must be combined with out-of-state supervision, treatment, and education/special education to provide full payment. The payment does not include clothing.
POSSU	Out of State Placement Supervision	Supervision payment for out-of-state facilities. This payment is only part of the overall rate, and typically must be combined with out-of-state room and board, treatment, and education/special education to provide full payment

POSTP	Out of State Placement in a Facility – All Inclusive Rate	Placement of a child in any substitute care facility out of the state of Montana, except for a family foster home. For payment purposes, the rate will include the total payment for a child’s placement in a facility, to include room and board, supervision, treatment, and educational costs. General Fund is the sole funding source for this code. The code may also be used when placing a child in a placement that will not be paid for through CAPS (use SERN).
POSTX	Out of State Placement Treatment	Treatment payment for out-of-state facilities. This payment is only part of the overall rate, and typically must be combined with out-of-state room and board, supervision, and education/special education to provide full payment.
PPCFC	Parent and Child Foster Care (Child age 3 or older)	A family foster care rate that is used when a youth who is a parent of a child age three or older is placed in foster care with his/her child and the parent will be retaining care and custody. The payment includes the foster care room and board payment for the parent and the board, care and clothing payment for the child and should be used instead of PFRS1 or PRRS1. The child is not eligible for foster care Medicaid and application should be made for another Medicaid program.
PPIFC	Parent and Infant Foster Care (Infant under age 3)	A family foster care rate that is used when a youth gives birth to a child while in foster care or when a youth who is a parent of a child under three years of age is placed in foster care with his/her child and will be retaining care and custody of the child. The payment includes the foster care room and board payment for the parent and the board, care, clothing and diaper payment for the child and should be used instead of PFRS1 or PRRS1. The child is not eligible for foster care Medicaid and application should be made for another Medicaid program.
PRCMM	Residential Treatment Facility, Medical Model	In-state residential treatment by a licensed Residential Treatment Facility, and provides 24 hour treatment and care for the child according to the Medical Model of treatment. The facility is Medicaid approved. Medicaid may pay for the child’s placement if the child meets the medical necessity requirements, and the placement is pre-approved by Medicaid.
PRCRB	Residential Treatment Center - Supervision	Rate Matrix Level V supervision requires, for every eight beds in the facility, five awake shifts, 24 hours per day, 365 days per year. Two staff must be awake during the day for each shift and one staff awake during the overnight shift. Staff requirements are the equivalent of 8.0 FTE direct care staff. Direct care staff qualifications are a high school diploma or an equivalent combination of education and experience. Level V supervision also requires a 1.5 FTE social worker, a 1.0 FTE program manager and a .25 FTE administrative support staff position. The social worker position requirements are a bachelor's degree and work-related experience. The administrative support position requirements are the same as those of direct care staff. In addition, Level V supervision provides all food, clothing and daily living expenses for youth receiving this level of service.

PRCTX	Residential Treatment Center, Supportive Services	Rate Matrix Level III supportive services requires two awake shifts, 24 hours per day, 365 days per year. Direct care staff qualifications are a bachelor's degree or an equivalent combination of education and experience. For every eight beds in the facility, Level III supportive services also require a 1.0 FTE professional position of therapist or psychologist, a .25 FTE professional medical service position, and a .25 FTE professional level program manager. Professional staff spends 10% of their time providing group therapy sessions, 60% of their time providing individual therapy sessions and 30% of their time providing family therapy sessions.
PRRS1	Kinship Foster Care - Room & Board, Supervision - Level 1	Placement with a person or family identified as a Kinship Foster Home, which provides substitute care for one to six children other than the kinship parent's own children, step-children, or wards. Kinship foster care may be provided by relative(s), member of the child's tribe, godparents, step-parents, or a person to whom the child/parents/family ascribe a family relationship AND with whom the child has a significant emotional tie that existed prior to the department's involvement. Foster care payments are made to the kinship family.
PSPTC	Specialized Foster Care Tribal	This service code functions like PFSPC, but is for tribal use
PSRS4	Shelter Care - Room & Board, Supervision - Level 4	Shelter care is short term, emergency foster care provided in a youth care (group home) facility. This service should be used as a temporary measure and the length of placement should not exceed 30 days. The regional administrator or designee may grant a 15-day extension. Rate Matrix Level IV supervision, based on an eight-bed group home, requires three awake shifts, 24 hours per day, 365 days per year. Staff requirements are the equivalent of 4.8 FTE direct care staff. Direct care staff qualifications are a high school diploma or an equivalent combination of education and experience. Level IV supervision also requires a .5 FTE social worker to provide program management and a .25 FTE administrative support staff position. The social worker position requirements are a bachelor's degree or an equivalent combination of education and experience. The administrative support position requirements are the same as those of direct care staff. In addition, Level IV supervision provides all food, clothing and daily living expenses for youth receiving this level of service.

PSRS5	Shelter Care - Room & Board, Supervision - Level 5	Shelter care is short term, emergency foster care provided in a youth care (group home) facility. This service should be used as a temporary measure and the length of placement should not exceed 30 days. The regional administrator or designee may grant a 15-day extension. Rate Matrix Level V supervision, based on an eight-bed group home, requires five awake shifts, 24 hours per day, 365 days per year. Two staff must be awake during the day and one staff awake during the night. Staff requirements are the equivalent of 8.0 FTE direct care staff. Direct care staff qualifications are a high school diploma or an equivalent combination of education and experience. Level V supervision also requires a 1.5 FTE social worker, a 1.0 FTE program manager and a .25 FTE administrative support staff position. The social worker position requirements are a bachelor's degree or an equivalent combination of education and experience. The program manager position requirements are a bachelor's degree and work-related experience. The administrative support position requirements are the same as those of direct care staff. In addition, Level V supervision provides all food, clothing and daily living expenses for youth receiving this level of service.
PSTL1	Shelter Care – Supportive Services - Level 1	Shelter care is short term, emergency foster care provided in a youth care (group home) facility. This service should be used as a temporary measure and the length of placement should not exceed 30 days. The regional administrator or designee may grant a 15-day extension. Rate Matrix Level 1 supportive services, based on an eight-bed group home, requires a 1.0 FTE social worker who provides group and individual counseling sessions. This position spends 25% of their time providing group counseling sessions and 75% of their time providing individual counseling sessions. **PLEASE NOTE: This service should only be used for clients aged 4 – 19**
PSTL2	Shelter Care – Supportive Services - Level 2	Shelter care is short term, emergency foster care provided in a youth care (group home) facility. This service should be used as a temporary measure and the length of placement should not exceed 30 days. The regional administrator or designee may grant a 15-day extension. Rate Matrix Level II supportive services, based on an eight-bed group home, requires, in addition to staff who do day-to-day supervision, an additional two shifts per day of direct care staff. This additional staff, the equivalent of 2.8 FTE, provides therapeutic interventions to the youth in the group home. These direct care positions provide 2-3 group counseling sessions per week and 1-3 individual counseling sessions per week. **PLEASE NOTE: This service should only be used for clients aged 4 – 19**

PSTL3	Shelter Care – Supportive Services - Level 3	Shelter care is short term, emergency foster care provided in a youth care (group home) facility. This service should be used as a temporary measure and the length of placement should not exceed 30 days. The regional administrator or designee may grant a 15-day extension. Rate Matrix Level III supportive services, based on an eight-bed group home, requires awake shifts, 24 hours per day, 365 days per year. Direct care staff qualifications are a bachelor's degree or an equivalent combination of education and experience. Level III supportive services also require a 1.0 FTE professional medical service position and a .25 FTE professional level program manager. Professional staff spends 10% of their time providing group therapy sessions, 60% of their time providing individual therapy sessions and 30% of their time providing family therapy. **PLEASE NOTE: This service should only be used for clients aged 4 – 19**
PSUIL	Supervised Independent Living	Supervised independent living is an alternative transitional living arrangement where youth are under the supervision of an authorized agency but without 24 hours per day supervision as is provided in a traditional foster care setting.
PTAL1	Therapeutic Foster Care Permanency	A step-down service to transition children or youth placed in therapeutic foster care to a lesser level of intensity (non-Medicaid) within the same therapeutic foster home. This is NOT the same as the Medicaid reimbursed Permanency Level of therapeutic foster care.
PTGHI	Group Home Therapeutic -RBS - Intensive Level	Rate Matrix Level VI supervision, based on a four-bed facility, requires awake staff supervision 24 hours per day, 365 days per year. Staff to child ratios during day hours is one direct care staff to two youth and one to four during night hours. An additional direct care staff is available and on-call at all times during day and overnight hours to assist direct care staff as needed. In addition, Level VI supervision provides all food, clothing and daily living expenses for youth receiving this level of service.
PTHTC	Group Home Therapeutic - Treatment Campus	Therapeutic Youth Group Home (TYGH), Campus Based Level Treatment, based on an eight-bed facility, provides services to youth who have met four of six medical necessity criteria for this level of service. Youth must be certified by a medical doctor, masters level social worker, psychologist or a professional counselor licensed to practice in the State of Montana. Specific treatment interventions are carried out in the treatment environment and documented in daily charting. On a weekly basis, youth receive one age-appropriate individual treatment session, two age-appropriate group treatment sessions, and family therapy when appropriate and medically necessary. Treatment interventions are carried out under the supervision of the program's Lead Clinical Staff (LCS) or the Program Manager under the supervision of the LCS. In addition, for each eight youth served, this level of service provides a .25 FTE social worker, a .25 FTE clinical director, a .25 FTE directors of operations, and a .20 FTE registered nurse. See ARM 37.37.101 through 37.37.136.

PTHTI	Group Home Therapeutic - Intensive Level	Therapeutic Youth Group Home (TYGH), Intensive Level Treatment, based on a four-bed facility, provides services to youth who have met five of six medical necessity criteria for this level of service. Youth must be certified by a medical doctor, masters level social worker, psychologist or a professional counselor licensed to practice in the State of Montana. On a weekly basis, youth receive three group treatment sessions, two individual treatment sessions, two treatment team meetings, and family therapy when appropriate and medically necessary. Treatment interventions are carried out under the supervision of the program's Lead Clinical Staff (LCS) or the Program Manager under the supervision of the LCS. See ARM 37.37.101 through 37.37.136.
PTHTM	Group Home Therapeutic - Moderate Level	Therapeutic Youth Group Home, (TYGH), Moderate Level Treatment, based on an eight-bed facility, provides services to youth who have met three of six medical necessity criteria for this level of service. Youth must be certified by a medical doctor, masters level social worker, psychologist or a professional counselor licensed to practice in the State of Montana. On a weekly basis, youth receive two group treatment sessions, one individual treatment session, one treatment team meeting and family therapy when appropriate and medically necessary. Treatment interventions are carried out under the supervision of the program's Lead Clinical Staff (LCS) or the Program Manager under the supervision of the LCS. See ARM 37.37.101 through 37.37.136.
PTRAY	Youth Evaluation Center - Great Falls	Transition home for adjudicated male youths that are under aftercare authority or placement by Youth Court for evaluation purposes. Placement for aftercare may be an alternative placement in secure care or placed as a transition process into the community from secure care.
PTXL2	Therapeutic Foster Care Assessment	Non-Medicaid paid service utilized for a youth entering therapeutic foster care services for assessment purposes. The assessment period is to be authorized only in 30-day increments. During the assessment period, the therapeutic foster care agency provides mental health and behavioral assessment of the youth to determine the appropriate level of care required for the youth. The assessment service may be provided when the youth enters therapeutic care for the first time, or during the step-down process to the non-Medicaid paid permanency level of therapeutic foster care (PTAL1).
PXATI	Alcohol & Drug Treatment - Inpatient	Chemical dependency treatment in a hospital licensed by the Department, or an in-patient hospital care component or an in-patient free standing component approved by the Department pursuant to Title XX, Chapter 3, subchapter 2, ARM.
PXD TN	Detention	Secure care in a licensed detention facility for twenty-four hours, ninety-six hours, and indefinite time.

PXNNP	Kinship Foster Care with a Non-Relative - Non-Paid Placement	Kinship foster home placement with a person or persons who are not legally related to the child, but are godparents, members of the child's tribe, or a person to whom the child/parents/family ascribe a family relationship AND with whom the child has a significant emotional tie that existed prior to the department's involvement. No foster care payments are made to the care provider on behalf of the child.
PXPNP	Non-Paid Non-Custodial Parent Placement	Placement of a child with his/her biological (or legal) parent who did not have physical custody of the child prior to Agency involvement. No foster care payments are made to the non-custodial parent on behalf of the child.
PXRNP	Kinship Foster Care with a Relative – Non-Paid Placement	Kinship foster home placement with a person or persons with whom the child is legally related for the purpose of providing substitute care to the child. No foster care payments are made to the care provider on behalf of the child.
SADFS	Adoption Subsidy – Split Parent	Monthly maintenance payment to divorced adoptive parents on behalf of eligible children. This service will be entered on one of the parents if a subsidy is either ordered to be split by a court or if the family renegotiates and requests their subsidy be split. This code must be used in conjunction with PADFS or PADAP.
SADJD	Parental Contributions Refund	To be used by Central Office staff to refund money due a parent for a child no longer in custody.
SADMS	Adoption - Medical Subsidy	Up to \$2600 annually for medical expenses not covered by Medicaid. This service must be approved as part of the adoption subsidy agreement.
SAFEE	Attorney Fees	Payment for the provision of legal advice, counseling and representation by an attorney or other person acting under the supervision of an attorney.
SAIRS	Airport Surveillance	Services provided to facilitate the transportation of any youth affected by the Interstate Compact for Juveniles. Use this code when ANY agency is contacted or used to facilitate the transportation of a youth by airline services.
SARHP	Hospitalization	Arranging for admission to any licensed hospital in the state. Includes arrangement for time, admission and transportation.
SARSK	Assessment of Risk Only Juvenile Corrections	Determining the level of danger of physical or mental harm a person may be at due to abuse, sexual abuse, neglect and exploitation. An organized and on-going process consisting of direct contact with a family. This contact is used to objectively gather information to develop strategies for case decisions and outcomes.
SBBBS	Big Brothers/Big Sisters	Match at-risk children with adult role models to provide additional adult support.
SBSAA	Independent Living Needs Assessment	Youth receives an independent living needs assessment which is a systematic procedure to identify a youth's basic skills, emotional and social capabilities, and strengths and needs to match the youth with appropriate independent living services. **Must be entered by Central Office Staff**

SBSAB	Room and Board Financial Assistance	Youth receives room and board payments and other financial assistance such as rent deposits and utilities. **Must be entered by Central Office Staff**
SBSAD	Budget and Financial Management	Youth receives training and other practical assistance related to budget and financial independent living skills. **Must be entered by Central Office Staff**
SBSAE	Post Secondary Education Support	Youth receives support designed to help the youth enter or complete college. **Must be entered by Central Office Staff**
SBSAF	Education Financial Assistance	Youth receives financial assistance for the youth's school books and materials, tuition assistance, examination and application fees and educational vouchers for college tuition or vocational education. **Must be entered by Central Office Staff**
SBSAH	Housing Education and Home Management Training	Youth receives instruction or support services regarding housing responsibilities and home management skills. **Must be entered by Central Office Staff**
SBSAI	Academic Support	Youth receives academic services designed to help a youth complete high school or obtain a General Equivalency Degree (GED). **Must be entered by Central Office Staff**
SBSAJ	Career Preparation	Youth receives services that develop the youth's ability to find, apply for, and retain appropriate employment. **Must be entered by Central Office Staff**
SBSAK	Health Education and Risk Prevention	Youth receives services for health-related educational topics, but not the receipt of direct health services. **Must be entered by Central Office Staff**
SBSAL	Transportation Assistance	Youth receives financial assistance to help the youth get to places they need to be. **Must be entered by Central Office Staff**
SBSAM	Mentoring	Youth receives services where the youth met regularly with a screened and trained adult on a one-on-one basis – can be short-term or support development of a long-term relationship. **Must be entered by Central Office Staff**
SBSAO	Other Financial Assistance	Youth receives any other type of financial assistance to assist the youth to live independently. **Must be entered by Central Office Staff**
SBSAP	Transitional Living Plan	A written plan developed in conjunction with a youth, the youth's social worker, a Transitional Living Specialist and other important adults in the youth's life. The plan is intended to assist the youth in identifying his/her strengths and needs and the programs and services that are necessary to help the youth prepare for independent living. A transitional plan is a required component of the case plan for youth who are 16 or older. **Must be entered by Central Office Staff**

SBSAU	Family Support and Healthy Marriage Education	Youth receives education on maintaining healthy families, including parenting and childcare skills, spousal communication, family violence prevention and responsible fatherhood. Youth receives education on maintaining healthy families, including parenting and childcare skills, spousal communication, family violence prevention and responsible fatherhood. **Must be entered by Central Office Staff**
SBSAV	Employment Programs or Vocational Training	Youth receives programs and training designed to build a youth's skills for a specific trade, vocation or career through classes or onsite training. **Must be entered by Central Office Staff**
SBSRA	Independent Living Needs Reassessment	Youth receives an independent living needs re-assessment every six months. Evaluate goals and tasks from previous assessment. **Must be entered by Central Office Staff**
SCALL	Clothing Allowance	Payments made on behalf of a foster child for clothing.
SCDAF	CD Aftercare Services	Those services that are provided following discharge from an in-patient chemical dependency treatment program. Aftercare services may be provided in a group home setting, through community-based group and/or individual counseling or a combination of both group and individual treatment.
SCDEV	Chemical Dependency Evaluation	Chemical dependency evaluations are performed to determine if drug and/or alcohol abuse and/or dependency issues are present and, if so, the extent of these issues and recommended courses of interventions. Evaluations are performed by certified chemical dependency counselors.
SCDTX	Chemical Dependency - Out Patient Treatment	Alcohol and drug treatment by a licensed chemical dependency counselor.
SCEDP	Coordination of Education Plan	Multi-disciplinary approach to educational planning characterized by separate disciplines with specific assessments and interactions that are followed by plan development and implementation.
SCFGR	Family Group Decision-Making Meeting	A structured meeting of the family and involved parties with Child and Family Services representatives to identify family strengths and needs and design action, safety, voluntary, or family plans to be implemented by the participants of the meeting. Plans developed in the meetings may be court-ordered in cases where the social worker has petitioned for Temporary or Permanent Legal Custody. The purpose of the meeting may be to create the appropriate initial plans, or to review plans that have already been established.
SCMFA	Case Management, Foster or Adoptive Care	Case management services are being provided by a DPHHS worker to a client receiving foster care or adoption care.
SCOGR	Group Counseling	Provided by individuals who have expertise in specific areas. This service is for a client in a group setting.

SCOQH	Counseling - Quarter Hour	Counseling provided by individuals with expertise in specific areas, which is billed by the quarter hour. Counseling is a direct service provided either in an individual or group therapy session.
SCOUN	Counseling	Provided by individuals who have expertise in specific areas, such as nutritionists, spiritual leaders, and tribal elders. Counseling is a direct service that may be provided individually or in a group. Providing information to the victim or family in terms of identifying the problem(s) and solutions(s) to the problem(s) that may be available. Also includes encouraging the person(s) to take necessary action for their own protection.
SCRTC	Court Costs - Publication, Expert Witness	The court may require payment for the testimony of expert witnesses by the parent(s), or other party who committed the maltreatment. For parties unable to pay, Medicaid, alternate forms of public assistance or other resources may be the funding source.
SCRTV	Court Visitor	A person who is trained in law, nursing, social work, medical care, mental health care, pastoral care, education, or rehabilitation and is an officer, employee, or special appointee of the court with no personal interest in a guardianship proceeding. Appointed by the court to be an advocate.
SCSMD	Case Management	Assistance either in the form of access or care coordination in circumstances where the older person and/or their caregivers are experiencing diminished functioning capacities, personal conditions or other characteristics which require the provision of services, coordinating the provision of services among providers, follow-up, and reassessment, as required. Includes 1) locate services, 2) arrange for services, 3) place persons in the service and 4) follow-up to see that services are meeting the needs of the client.
SDALL	Diaper Allowance	Payment for diapers of infants/toddlers in foster care. Ensures each infant and toddler in foster care has an adequate supply of diapers. The Medicaid Kids Count Program may cover diaper expenses for children age 3 and older if deemed medically necessary by a qualified medical provider.
SDCID	Daycare (D) Infant	Daily infant day care (defined as birth through 23 months) in foster care placement. Service is provided on a per day basis and provided by a registered/licensed provider or legally unregistered provider. The daily unit type will be used for children in day care <u>more</u> than 6 hours a day.
SDCIH	Day Care (H) Infant	Hourly infant day care (defined as birth through 23 months) in foster care placement. Service is provided on a per hour basis and provided by a registered/licensed provider or legally unregistered provider. The hourly unit type will be used for children in day care <u>less</u> than 6 hours a day.
SDCRD	Day Care (D) Regular	Daily regular day care (defined as ages 2-12 years) in foster care placement. Service is provided on a per day basis and provided by a registered/licensed provider or legally unregistered provider. The daily unit type will be used for children in day care <u>more</u> than 6 hours a day.

SDCRH	Day Care (H) Regular	Hourly regular day care (defined as ages 2-12) in foster care placement. Service is provided on a per hour basis and provided by a registered/licensed provider or legally unregistered provider. The hourly unit type will be used for children in day care <u>less</u> than 6 hours a day.
SDENT	Dental (Orthodontia)	Services arranged for care is care of the teeth, including arranging for payment for the services rendered. Foster care funds may be used to pay for these services if no other funds are available. Payment should be made at the Medicaid approved reimbursement rate.
SDOVM	Domestic Violence Services	A contracted service provided to victims of spouse abuse/domestic violence by one of 20+ local Domestic Violence organizations funded by the Department. Includes support services such as securing emergency food and shelter (shelters and safe houses), counseling, advocacy, education, assistance with legal, financial and other crises, and referral to helping agencies.
SDRVW	Death Review	Multidisciplinary review to identify and define the underlying nature and scope of child fatalities.
SEDOS	Education, Regular Out of State	Regular educational payment for out-of-state facilities. This payment is only part of the overall rate, and must typically be combined with out-of-state room and board, supervision, and treatment, to provide full payment. If SEDOS is used, SEDOT is not to be used.
SEDOT	Education, Special Out of State	Special educational payment for out-of-state facilities. This payment is only part of the overall rate, and must typically be combined with out-of-state room and board, supervision, and treatment, to provide full payment. If SEDOT is used, SEDOS is not to be used.
SEDTH	Education Tutor/Home School	Arrangement for and/or payment of educational services, including tutor services or home schooling.
SEDUC	Education	Any education service not directly provided or reimbursed by a local school district or reimbursed by the State of Montana Office of Public Instruction.
SELAP	Elder Abuse Prevention	Public education, outreach, and training on receipt of complaints or reports of abuse and case referral to appropriate agency.
SEMRM	Removal	Removal of a child from the care and supervision of his or her parents or parental substitutes.
SEQUP	Equipment	This includes durable medical equipment, personal needs equipment (stereo, bed), or other durable equipment.
SEVAL	Evaluation	Any evaluation that is not covered by another service code. There are already codes for chemical evaluation (SCDEV), psychological evaluation (SPSYC), and sex offender evaluation (SPSXO).

SFBSB	Family Based Services	Short-term, intensive therapeutic services provided to families in their own homes when the families are in crisis and the children are at risk of out-of-home placement due to protective service issues, serious emotional disturbance of the child, or foster and/or adoptive placement breakdown. These intensive services are designed to enhance the ability of the family to cope with stress; reduce incidence of abuse and neglect, and prevent children from being removed from their home.
SFBSU	Family Based Services - Unit Based	Short-term, intensive therapeutic services provided to families in their own homes when the families are in crisis and the children are at risk of out-of-home placement due to protective service issues, serious emotional disturbance of the child, or foster and/or adoptive placement breakdown. These intensive services are designed to enhance the ability of the family to cope with stress, reduce incidence of abuse and neglect, and prevent children from being removed from their home. In these cases services are paid for on a per unit basis.
SFNRL	Funeral Expenses	The making of funeral arrangements, payment of final bills, and filing necessary notification to the court and, if necessary, social security.
SFPRN	Family Preservation Services	Services designed to help families alleviate crises that might lead to out-of-home placements of children: services to maintain the safety of children in their own homes, support families preparing to reunify or adopt, and assist families in obtaining services and other support necessary to address their multiple needs in a culturally sensitive manner. These services are provided to a family in response to intervention by child protective services. If a child cannot be protected from harm without placement, or the family does not have adequate strengths on which to build, family preservation services are not appropriate.
SFROR	Friend of Respondent	As defined in 53-21-102 MCA, a person or agency staff person is appointed by the court to assist a person alleged to be mentally ill, a seriously mentally ill patient, or an alleged seriously mentally ill patient in dealing with the legal procedures involved in a court commitment to mental health services or a mental institution.
SFSUP	Family Support Services	Primarily community based, preventative activities designed to alleviate stress and promote parental competencies and behaviors that will increase the ability of families to successfully nurture their children. Enable families to use other resources and opportunities available in the community. Create supportive networks to enhance child-rearing abilities of parents and help compensate for the increased social isolation and vulnerability of families. These services are provided to families prior to intervention by child protective services.
SGAAF	Guardianship Cost – Attorney/Court Cost, Non-Reoccurring	Reimbursement to Guardians for actual costs related to the legal guardianship of a child, such as attorney fees, court costs, etc. The expense must be approved as part of a subsidized guardianship agreement.

SGAAS	Guardianship Cost – Guardianship Study, Non-Reoccurring	Reimbursement to Guardians for the actual costs of a home study/guardianship assessment completion which resulted in the legal guardianship of a child. The expense must be approved as part of a subsidized guardianship agreement.
SGAFS	Guardianship Cost – Sibling Attorney/Court Cost, Non-Reoccurring	Reimbursement to Guardians for actual costs related to the legal guardianship on behalf of a sibling of an eligible child who is placed in the same guardianship home. These costs would include attorney fees, court costs, etc. The expense must be approved as part of a subsidized guardianship agreement.
SGASS	Guardianship Cost – Sibling Guardianship Study, Non-Reoccurring	Reimbursement to Guardians for actual costs related to a home study which resulted in completion of a home study/guardianship assessment which resulted in the legal guardianship on behalf of a sibling(s) placed in the same guardianship home. The expenses must be approved as part of a subsidized guardianship agreement.
SGATR	Guardianship Cost – Travel, Non-Reoccurring	Reimbursement to guardians for the actual costs of travel expenses incurred resulting in the legal guardianship of a child. The expenses must be approved as part of a subsidized guardianship agreement.
SGATS	Guardianship Cost – Sibling Travel, Non-Reoccurring	Reimbursement to guardians for the actual costs of travel expenses incurred on behalf of a sibling(s) placed in the same guardianship home resulting in the legal guardianship of the sibling(s). The expenses must be approved as part of a subsidized guardianship agreement.
SGLAS	Glasses	Arranging for person to obtain and pay for glasses.
SGUAR	Guardianship Subsidy – Split Parent	Monthly payment to a guardian on behalf of an eligible child. This service will be entered on one of the parents if a subsidy is either ordered to be split by a court or if the family renegotiates and requests their subsidy be split. This code must be used in conjunction with PGUAR or PGUAS.
SHICA	Health Insurance - Counseling and Assistance	A statewide information, counseling, and assistance program for beneficiaries relating to Medicare, Medicaid, Medicare supplemental policies, long-term care insurance and other health insurance benefit information.
SHLTH	Health Care (Medical)	Any one of a range services which may be provided to prevent or treat the physical illness or symptoms of the individual. Typically these services are rendered by medical professionals such as a MD, nurse, nurse practitioner, physician assistant, etc.
SHLTS	Health Screening	Having a trained health professional perform various medical screening tests such as blood pressure reading, diabetes or glaucoma screening, hearing examinations, strictly for the purpose of detecting medical disorders. Can be provided in in-home, community or other settings such as care-providing facilities.

SHOMS	Home Study	Assisting a parent or family to assess their readiness for placement of a child in their home. The determination by the Department, or a person designated by the Department, or a licensed child placing agency, of the compliance of the parent or family and their residence with applicable standards.
SIHOM	In-Home Services	In-home services paid for through a contract, which may be offered with the children in the home, or offered to parents after a child has been removed from the home for reunification purposes. Included, but not limited to, parenting education, behavior and anger management, enhancing communication skills, organizational skills (housekeeping, budgets), respite care, targeted case management, and educational classes. Services offered to a parent when the children are not in the home have the goal of reducing barriers for reunification, and may include the above services and/or supervised visitation with the child.
SIHOS	In-Home, Unit Based, Services	In-home services that are paid based on a unit, rather than a contract. Included, but not limited to, family assessments, parenting classes, family counseling and respite.
SINFA	Information and Assistance	A service that provides individuals with current information on opportunities and services available to them within the community; assess the problems and capacities of individuals; linking individuals to the opportunities and services that are available; and, to the maximum extent practicable, ensures that individuals receive the services they need, and are aware of the opportunities available by establishing adequate follow-up procedures.
SINVR	Investigation of Reports	Process of making a thorough assessment through direct contact with the family to objectively assess and support the family in creating sustainable solutions related to the identified risk issues.
SITAK	Intake, Taking the Report	Process of collecting sufficient information to assess the nature and scope of child fatalities. Process of collecting sufficient information to assess the nature and urgency of the report, credibility of the source, and an explanation of the agency's statutory responsibilities and resources.
SJCRF	JC - Request for Field Investigation	Placement and case plan supervision request by a secure care facility or field officer for adjudicated youth outside the requestor's jurisdiction. When this service is put in place by the requesting agency, time documentation and response sequence is implemented automatically. This service is intended to facilitate the timely response to a request and implement a communication network between department services.
SMLHD	Meals - Home Delivered	Provision, to an eligible client or other eligible participant at the client's place of residence, a meal which complies with the Dietary Guidelines for Americans, and (a) provides a minimum of 33 and 1/3 percent of the daily recommended dietary allowances (RDA) if one meal is served, (b) provides a minimum of 66 and 2/3 percent of the daily RDA if two meals are served, and (c) provides 100 percent of the daily RDA if three meals are served.

SMDEX	Misc. Medical Expenses	Medical expenses that are not specifically covered by another code.
SMMGT	Money Management	Includes assisting client to purchase items needed for daily living, balancing checkbooks, and help to set up household budgets.
SNAAF	Adoption Costs - Attorney and Court Costs - Non Reoccurring	Reimbursement to adoptive parents for actual costs related to the legal adoption of a child with special needs, such as attorney fees, court costs, etc. The expense must be approved as part of an adoption subsidy agreement.
SNAAS	Adoption Costs - Adoption Study - Non Reoccurring	Reimbursement to adoptive parents for the actual completion of an adoptive study which resulted in the adoption of a child with special needs. The expense must be approved as part of an adoption subsidy agreement.
SNAPS	Adoption Costs - Placement Supervision - Non Reoccurring	Reimbursement to adoptive parents for the actual cost of post-placement supervision provided between placement of a child with special needs and finalization of the adoption. The expense must be approved as part of an adoption subsidy agreement.
SNATR	Adoption Costs - Travel - Non Reoccurring	Reimbursement to adoptive parents for the actual costs of travel expenses incurred in the course of transitioning a child with special needs into the adoptive parents' home. The expenses must be approved as part of an adoption subsidy agreement.
SNUCO	Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medication use or chronic illnesses, about options and methods for improving their nutritional status, performed by a health professional in accordance with state law and policy.
SNUED	Nutrition Education	A program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, or health (as it relates to nutrition) information and instruction to participant or participants and care givers in a group or individual setting overseen by a dietician or individual of comparable expertise.
SOCNR	Open Client No Removal -	In order to enter SOCNR on SERL, CFSD must be providing case management services to children/families in which: The parent(s) have signed a Voluntary Protective Services Agreement; or CFSD has court ordered placement authority of the child, but it has been determined that it is safe and in the child's best interest to remain in his or her home. This service code is not to be used anytime a child has been removed from his or her home. This includes THV (Trial Home Visit) or when a child is placed with the non-custodial parent. Prior to entering SOCNR, all removals (including corrections) must be closed and any subsequent removal (including corrections) cannot be entered until SOCNR is closed.

SOCTR	Occupational Therapy (Not Aging Services)	The evaluation, treatment and instruction of individuals in order to assess, correct, alleviate and limit barriers to productivity, adaptability, enhanced performance, and increased participation in creative activity and/or employment. All occupational therapy must be prescribed by a physician and provided by a licensed occupational therapist, except that an occupational therapy assistant, student or aide may assist in the practice of occupational therapy under the direct supervision of the licensed occupational therapist who is responsible for and participates in the individual's treatment program.
SOSSP	Other Support Services for Placement	Support Services provided to a child in a placement (family foster care) not specifically defined by other service codes.
SOTOP	One-Time Payment	One-Time Payment to providers. Central Office use only. Paid for placements open on 11/29/12 in the amount of \$500.
SPART	Parenting Classes or Training	Specific training or classes provided to a parent to teach and improve parenting skills.
SPASS	Post Adoption Support Services	Services provided to an adoptive family after the legal adoption of a child that are intended to assist or support the adoptive parents in appropriately meeting their own needs or the needs of a family member.
SPDAD	Paternity Test	Providing funding for the medical paternity testing to a male who has been identified as the possible or potential father of a particular child or group of siblings.
SPHTR	Physical Therapy	The evaluation, treatment and instruction of individuals in order to assess, correct, alleviate and limit physical disability, bodily malfunction and pain, injury and any bodily or mental disability. All physical therapy must be prescribed by a physician and provided by a licensed physical therapist -- except that a physical therapy assistant, student or aide may assist in the practice of physical therapy under the direct supervision of the licensed physical therapist who is responsible for and participates in the individual's treatment program.
SPNDS	Personal Needs - Includes Money From Trust Account	Includes items that need to be purchased for the individual.
SPPGH	Polygraph Exam, Arrange/Payment	Polygraph arranging and/or payment for polygraph examinations.
SPRCR	Personal Care	Locating and setting up in home or in residential care settings persons to come in and assist the client to accomplish the basic tasks of daily living such as eating, dressing, or bathing.
SPRFR	Protecting Financial Resources	Locating and arranging a protective payee, financial guardian, or conservator for a client. Can also include giving advice to the person on resource management and protection.

SPRGR	Guardianship, Medical/Management, Full or Limited	Arranging for the Agency to become full or medical guardian and managing that guardianship.
SPSCI	Psychiatric Services	Psychiatric crisis intervention services are provided individuals who have been diagnosed as having a mental health disorder or who evidence behaviors which indicate a severe mental health disturbance. The purpose of crisis psychiatric intervention services is to provide immediate medical assessment and any subsequent treatment. Assessments and treatments are provided in the least restrictive environment which also meets the safety issues of the patient and the community.
SPSDT	Psychiatric Day Treatment	Psychiatric day treatment programs
SPSIT	Psychiatric Service - Individual TX Outpatient	Psychiatric individual treatment is provided directly by a psychiatrist or other licensed mental health professional under the supervision of a licensed psychiatrist to individuals who have a diagnosed psychiatric condition.
SPSNS	Social Security - State Supplement - Personal Needs	Used to initiate the payment of the \$40 per month personal needs allowance on behalf of a foster child. The child must be receiving SSI and the Department must be payee for the child's funds in order to be eligible for this payment.
SPSTX	Sex Offender Treatment	Provision of sexual offender treatment to a youth or adult identified by an appropriate professional as a sexual offender.
SPSXO	Sex Offender Evaluation	Arranging for or provision of a sex offender evaluation.
SPSYC	Psychological	Psychological services are both assessment and/or treatment services provided by a licensed psychologist.
SPUBL	Publications in Newspapers	Used for items that must be published in newspapers.
SRCDT	Referral - CD Treatment	Chemical dependency treatment is the provision of planned interventions specific to alcohol and/or drug abuse and/or dependency. Certified chemical dependency counselors supervise these interventions. Residential chemical dependency treatment is provided in an inpatient setting. Interventions are provided through group or individual treatment.
SRESP	Respite	Short-term or temporary care provided to an individual in need of supportive care so as to relieve those persons normally caring for this individual from that responsibility.

SRETF	Therapeutic Foster Care Respite	Short-term or temporary care provided to a youth placed in a therapeutic foster home so as to relieve the therapeutic foster parents from the responsibility of care. The service may only be paid when Medicaid does not authorize respite as a service necessary to support the mental health treatment of the youth, or in the event that the youth is otherwise ineligible for Medicaid reimbursed mental health services. The maximum number of days that may be authorized is 38 days per child per fiscal year.
SRFND	Refund From Trust Account	Refunding overpayments from the child's trust account to the original payor.
SRFPA	Referral - Post Adoption Placement	Services that are intended to assist a person or family in resolving issues related to adoption that arise or continue following legal finalization of an adoption.
SRRAR	Resource and Referral At-Risk Admin Op	Refers to services purchased via contracts with the 12 Resource & Referral agencies for administration and operation of the federal At-Risk Child Care (ARCC) program's sliding fee scale day care services--including determination of client (family) eligibility for ARCC under the Montana Sliding Fee Scale, certification/approval of day care hours, periodic case reviews and related monitoring of ARCC day care services.
SRREC	Resource and Referral Early Child Development Services	Refers to services purchased via contracts with the 12 Resource & Referral agencies for recruiting and training providers of day care services. Includes orientation, skills training and linking of parents with needed day care resources. Also includes the R&R activities of assisting parents in locating child care options in their community and of providing parents and others in their communities with information on state-funded payment assistance programs for child care and other early childhood programs and services, and the networking between these agencies.
SRRNC	Resource and Referral Network Coordination	Refers to services purchased via contract to coordinate and improve the activities and services of the 12 Resource & Referral agencies.
SRSFV	Referral for Services	Identifying service providers and arranging for clients to obtain the services identified. Could also include assistance in completing entry requirements. Provision of information and or direction to the client or other individual that they should contact a particular source that may be able to provide the services they are requiring at the time.
SSCLA	Support Current Living Arrangement	Arranging for in home services such as: home health, home attendant, meals-on-wheels, and friendly visitors. Identifying hazards in the clients living situation and locating and placing services that will come into the home that will remedy the hazard so the person can remain there. Such services could be homemaker, home chore, public health sanitarian, life-line, etc.
SSCLR	Social Security Claims Represent	Services purchased to increase the number of children in DPHHS care that receive SSI and OASDI benefits.

SSHOA	Shopping Assistance	Providing assistance in purchasing clothing, food, medical supplies, household items and/or recreational materials.
SSKNR	In-Home Skilled Nursing	Locating and setting up licensed skilled nursing services to come into the client's home as recommended by the client's physician.
SSPAC	Supervising Placement - Adult Facilities	Identifying specific placement resources for a client, arranging trial visits, arranging for the actual time and transportation for the client to go into the placement, and follow-up to assure client's adjustment to the new placement.
SSPTR	Speech Therapy	Diagnostic, screening, preventive or corrective services provided by a licensed speech pathologist, upon physician's referral, to an individual with speech and language disorders.
SSSUP	Senior Companion Supervision	Development of care plan and supervision of senior companions to maintain client's independence.
SSUPV	Supervised Visits	This service code is used when clients are visited in a CFSD supervised setting. There are no preset rates since the cost varies from location to location. One visit equals one service unit. An invoice is required to provide this service.
STELR	Telephone Reassurance	Calling isolated, homebound, or vulnerable older persons on a daily basis to check on them and provide support, comfort, and companionship.
STRAC	Trust Account Closure	This code is utilized to close a child's trust account when the child leaves the Department's care and custody.
STRKS	Tracker Services	One on one contact/supervision of a youth for a determinate amount of time.
STRNA	Transportation (Aging Contract)	Provision of assistance, including escort, to a person who has difficulties (physical or cognitive) using regular vehicular transportation.
STRNE	Transportation for Education	Transportation for education purposes. This code should be used for transportation costs associated with maintaining educational stability of children in Foster Care, under the Fostering Connections Act. This code is IV-E eligible.
STRNP	Travel – Special One Time, Non-Invoiced	Non-invoiced transportation for special circumstances. Would encompass transportation needs that do not fit under the regular transportation service codes because of the edit limit. Example, buying a plane ticket for a client when the cost of the ticket cannot be invoiced to the department.
STRNT	Special Transportation, Invoiced	Invoiced transportation for special circumstances. Would encompass those transportation needs that do not fit under the regular transportation service because of the edit limit. Example: buying a client a bus ticket that can be purchased through an invoice.
STRNX	Transportation	This code replaces STRNS. For Foster Care, is limited as follows: one way is 10 or more miles; transportation is provided or paid for by the foster parent; and child is being transported for other than medical reasons approved by the supervisor.

SUANA	Urine Analysis - Drug Abuse Monitoring	Used for payment of urine analysis to monitor drug treatment programs.
SUGAR	Underpayment Guardianship	This service is used to pay the difference determined in a guardianship subsidy re-negotiation. This code requires Central Office approval.
SUPAA	Underpayment Applicable Adoption	This service is used to pay the difference determined in an applicable child adoption subsidy re-negotiation. This code requires Central Office approval.
SUPAD	Underpaid Adoption Correction	This service is used to pay the difference determined in an adoption subsidy re-negotiation. This code requires Central Office approval.
SUPFC	Underpd FFC Correction	Family Foster Care – to correct payments when wrong service code is used, when service code has not been updated with the correct rate, or when two agencies are sharing the cost of a placement for a specific client.
SUPGH	Underpd Group Home Correction	Regular or Therapeutic Youth Group Homes - to correct payments when wrong service code is used, when service code has not been updated with the correct rate, or when two agencies are sharing the cost of a placement for a specific client.
SUPIR	Underpd In State Res Correction	In-State Residential Treatment Facilities - to correct payments when wrong service code is used, when service code has not been updated with the correct rate, or when two agencies are sharing the cost of a placement for a specific client.
SUPOS	Underpd Out of State Correction	Out-of-State Facilities - to correct payments when wrong service code is used, when service code has not been updated with the correct rate, or when two agencies are sharing the cost of a placement for a specific client.
SUPSC	Underpd Shelter Care Correction	Shelter Care Facilities - to correct payments when wrong service code is used, when service code has not been updated with the correct rate, or when two agencies are sharing the cost of a placement for a specific client.
SXATI	Alcohol and Drug Treatment/In-Patient	Chemical dependency treatment in a hospital licensed by the Department, or an in-patient hospital care component or an in-patient free standing component approved by the Department pursuant to Title XX, Chapter 3, subchapter 2, ARM.
SYACT	Youth Activities	Used for services such as music lessons, camps, recreational activities or any other youth activity that does not fit with another service code.

COURT HISTORY



SE-04

- You can ADD, INQUIRE, MODIFY or INACTIVATE court events
- Complete history of court events in the system

CRTL - Court List

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CAFSCRTL          COURT LIST          07/14/2016   10:36
USER ID : C74142SW          PAGE NO: 001
CAPS ID : 00001181      00   NAME: ALMOND, ADAM

TO DISPLAY, ENTER X: X ACTIVE ONLY _ ACTIVE AND DELETED F11, ENTER TYPE:
START FROM:          COURT REASON:
TO SELECT, ENTER I=INQUIRE, M=MODIFY, OR D=DELETE
SEL TYPE HEAR/FILE DT   REASON      DISPOSITION STS      EFFECTIVE DATES
FROM          TO
-   MNE  05/10/2012
-   CTO  05/09/2012  AFD          AFD          A          05/10/2012  99/99/9999
-   PET  04/01/2012  LTC          TLC          A          12/12/2011  99/99/9999
-   CTO  12/01/2011  TLC          TLC          A          12/12/2011  99/99/9999

PATH: _
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- This screen displays the court events specific to a client
 - A document type must be entered before pressing F11 to add a new detail
- You may INQUIRE on a court event at any time
- MODIFY on any court reason is possible only until the COURT DISPOSITION is entered
 - Once the disposition is entered, the majority of the information on the court event becomes protected
- DELETE on a court reason actually inactivates the record but retains it on the system. Before entering a D to delete, you must enter COMMENTS at the bottom of CRTD (Court Detail) for the reason you wish to inactivate, then come back to CRTL and place a “D” on the select line, press ENTER and SHIFT+F4 to confirm the delete
- By entering a START FROM date you may view COURT REASONS from a particular date forward
- You can view specific COURT REASONS by entering the COURT REASON type

CRTD - Court Detail

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CAFSCRTD                COURT DETAIL                07/14/2016    10:24
USER ID : C71012IV MODIFY
CAPS ID : 00001654      00      NAME: DOE, ANNETTE
                                LAST UPDATED: 07/08/2016 BY: C81285
CAUSE NUMBER           : 98765
TYPE OF COURT DOCUMENT: CTO                EFFECTIVE DATES OF COURT ORDER
COURT REASON           : TLC                FROM : 05/01/2016 TO : 99/99/9999
HEARING/FILING DATE   : 04/28/2016
ADJUDICATION DATE     :                    NEXT HEARING DATE :
COURT DISPOSITION     : TLC
DATE ORDER RECEIVED   : 04/29/2016
COURT JURISDICTION    : D07111
TRIBAL NOTIFICATION   :
COUNTY ATTORNEY ID   :
GUARD AD LITEM ID(1) :
GUARD AD LITEM ID(2) :
JUVENILE OFFICER ID  :
COMMITMENT TYPE      :      DOC COMMITMENT END DATE:
COMMENTS:
                                                                PATH:
```

- This screen is used to record details of specific COURT REASONS that involve a client
- F10 displays the RELL (Relationship List) screen and allows you to copy a COURT REASON to another client's record
- Once a disposition is entered and ENTER is pressed, a confirm message will appear at the bottom of the screen
 - Once SHIFT+F4 is pressed, most fields will be protected and cannot be changed
- An EVENT is recorded each time a COURT REASON occurs
- An alert (report to the court/court review due) will be created to the worker and the worker's supervisor 30 days prior to the NEXT HEARING DATE, if one has been entered
- Fields are enterable or non-enterable based on the type of court document being entered

EXPLANATION OF COURT JURISDICTION, ICPC & ICWA CONTACTS

The codes for the various courts and contacts are as follows:

- For MT District Courts:*** *D99887*
where D = District Court Designation
and 99 = Judicial District Number
and 88 = CAPS County Number
and 7 = Judge Identification Number
- For Tribal Courts:*** *SXXYY9*
where S = Tribal Court Designation
and XX = State Code Abbreviation
and YY = Tribe Abbreviation
and 9 = Judge Identification Number
- For Tribal Contacts:*** *TXX999*
where T = Tribal Contact Designation
and XX = State Code Abbreviation
and 999 = Tribe Identification Number
- For ICWA Contacts:*** *IXXYY*
where I = ICWA Contact Designation
and XX = State Code Abbreviation
and YY = Tribe Abbreviation
- For BIA Area Offices:*** *BIA999*
where BIA = BIA Contact Designation
and 999 = Area Number (001 through 012)
- For ICPC Contacts:** *CXXYY(Y)*
where C = ICPC Contact Designation
and XX = State Code Abbreviation
and YY(Y) = CAPS MT/CA County Number
(No code needed for other states)
- For ICJ Contacts:** *JXXYY(Y)*
where J = ICJ Contact Designation
and XX = State Code Abbreviation
and YY(Y) = CAPS MT/CA County Number
(No code needed for other states)

Tips & Tricks for Entering Court Details

Permanency Hearing Effective Dates

When a permanency hearing is held, the effective **FROM** date should *always* be the first day of the month the hearing is held. The effective **TO** date should *always* be the last day of the month (plus one year) the hearing is held. (For example, if a permanency hearing is held on 5/15/06, the effective FROM date would be 5/1/06 and the effective TO date would be 5/31/07.)

“Until Further Order” Orders

If you have a court order that says, for example, “six months or until further order of the court”, do not calculate six months into the future and put that as the effective TO date on CRTD. Leave the TO date as 99s and enter the six month date in the NEXT HEARING DATE field. The assigned worker will receive an alert 30 days prior to the next hearing date and, at that time, can identify if a new order has been received or if the current order will remain open.

Scanning Court Documentation for Attaching in DocGen

All court documentation scanned and attached through DocGen should match orders that are entered on CRTD. The IV-E Unit requires the following information be attached to each child:

Initial order = Affidavit, Petition and EPS (Emergency Protective Services) order. (If there is a parental agreement, this should also be attached.)

Every subsequent order must then be attached, along with all permanency hearing documentation.

CPHL - Client Placement History List

```
CAFSCPHL          CLIENT PLACEMENT HISTORY LIST          07/11/2016   13:25
USER ID : C74152                                     PAGE NO: 001
CAPS ID : 00001607      00      NAME: ELBOW, EDWARD

TO SELECT  ENTER I=INQUIRE, M=MODIFY                TO ADD=F11 + FASTPATH
                                                    EXIT
S  TYPE  FACILITY  FACILITY / PERSON NAME  START DATE  END DATE  RSN
_  FCARE 0001074 001 GRIFFIN FOSTER HOME      04/01/2016 04/02/2016 RTH
_  FCARE 0001054 001 FINKLE FOSTER HOME      12/30/2015 04/01/2016 PBD
_  FCARE 0001056 001 HINKLE FOSTER HOME      12/15/2015 12/30/2015 PBD
_  FCARE 0001071 001 GOLDEN FOSTER HOME     11/01/2015 12/15/2015 PBD

-

SHIFT+F1=ACCEPT                                     PATH:
```

- This screen displays all a specific clients placements
- You can add a placement by typing the appropriate screen in the path and pressing F11, the system will take you to the appropriate placement screen in ADD mode
 - PLAD (Placement Detail) – foster care, shelter care, group home, etc
 - ADOD (Adoption Detail)
 - GARD (Guardianship Detail)
 - JJPD (*Juvenile Justice Placement Detail*) – Pine Hills & Riverside ONLY
 - JDET (*Detention Placement Detail*)

PLAD - Placement Detail

```
CAFSPLAD                PLACEMENT DETAIL                07/06/2016    09:32
USER ID : C74142SW  MODIFY
CAPS ID : 00001654    00    NAME: DOE, ANNETTE

PROVIDER/FACILITY : 0001054 001 FINKLE FOSTER HOME
ADDRESS: 345 FARKLE RD
          HELENA                MT  59601 -                PHONE:

PERMANENCY GOAL:  RTH REUNIFICATION

PLACE START DATE: 05/01/2016    CHILD IN PLCMT DUE TO PARENTAL OR
PLACE EXIT DATE : 99/99/9999    CARETAKER DRUG USE FROM WHERE CHILD
IN CARE OVER 24 HRS:            WAS REMOVED: N DRUGS:

                                LIC TYPE YFH STS: REG ASSOC DT: 05/01/2016
PROX TO HOME (Y/N): N          PROX CMT: NA
PROX TO SCHOOL(Y/N): N        PROX CMT: NA
COMMENTS:

PLC CHANGE/DISCHARGE?:        EXIT REASON :
PLACEMENT STATUS CD: AT ACTIVE PLACEM START DT: 05/01/2016 END DT: 99/99/9999
PLACING WORKER ID: C74142SW DEE, TWEEDLE
SHIFT + F1=PLSH  SHIFT + F2=LICH

                                PATH: _
```

- If the first placement is being entered, a removal service is required on SERN first. If a subsequent placement is being stored, the removal reason associated with the preceding placement suffices as long as the placements end and begin on the same day.
- In the Provider/Facility fields, use F12 to access PROS, search on the placement provider; use S to select the provider/facility. CAPS brings the provider back to PLAD.
- The CHILD IN PLACEMENT DUE TO PARENTAL OR CARETAKER DRUG USE FROM WHERE THE CHILD WAS REMOVED flag is required. The DRUGS fields associated with the “child in placement” flag are optional.
- Upon closure, identify if the closure is due to “placement change” or “discharge”; then select the appropriate EXIT REASON code
- SHIFT + F1 displays PLSH (Placement Status History) where you can record changes in placement status
- SHIFT + F2 displays LICH (Placement License History) where you can view license associations for the placement
- Press F12 in the LIC TYPE field; this displays FALL where you select the correct license that encompasses the placement date and the placement’s license type requirements.

FALL - Facility Approval/Licensing List

```
CAFSFALL          FACILITY APPROVAL/LICENSING LIST    07/08/2016    15:57
USER ID : C81285          PAGE NO: 001
PROV NO : 0001054  001    PROV NAME: FINKLE FOSTER HOME
                           FACIL NAME: FINKLE FOSTER HOME

TO SELECT, ENTER I=INQUIRE, M=MODIFY,          START FROM:
                           D=DELETE, C=COPY OR S=SELECT  FACILITY TYPES:
  FAC  STATUS
SEL  TYP  CUR  PREV  APRV  APPLICATN  ISSUED  EXPIRATION  RENEWAL  TERMINATION
-   YGH  REG                Y   06/15/14  07/01/14  06/30/15
-   ADP  APP                Y   12/15/11  01/01/12  12/31/15  01/01/15
-   YFH  REG                Y   12/15/11  01/01/12  12/31/16  01/01/16
-   YFH  REG                Y   12/15/10  01/01/11  12/31/11

                                           PATH: _
```

- This screen displays a history of all licenses associated to a specific facility. Facilities may be licensed for multiple license types during the same time period.
- Select the appropriate item with the necessary license type, current status, and date span.
- Do not select an expired license or a license that has not been approved, on FALL.

PLSH – Placement Status History

```
CAFSPESH          PLACEMENT STATUS HISTORY          07/06/2016    09:46
USER ID : C74142SW MODIFY          PAGE NO:    1
CAPS ID : 00001441    00    NAME: DOPPLER, DEBBIE

DISPLAY - CURRENT PLACEMENT: X OR ALL PLACEMENTS:
TO SELECT, ENTER M=MODIFY OR D=DELETE

SEL STS DESCRIPTION          PROVIDER    NAME          START DATE    END DATE
=  TH  TRIAL HOME VISIT      0001069 001 EGGBERT HOME FO 12/01/2014 99/99/9999
  AT  ACTIVE PLACEMENT      0001069 001 EGGBERT HOME FO 09/30/2014 12/01/2014
  RN  RUNAWAY                0001069 001 EGGBERT HOME FO 09/15/2014 09/30/2014
  PA  PRE-ADOPTIVE PLACEME 0001069 001 EGGBERT HOME FO 09/01/2014 09/15/2014
  AT  ACTIVE PLACEMENT      0001069 001 EGGBERT HOME FO 09/01/2014 09/01/2014

PATH:
```

- This screen will display the placement status history for a specific client
 - If accessed from PLAD, will display history for the placement on PLAD
 - If accessed from any other screen, will display history for all placements
- This screen is used to add placement status changes if the placement on PLAD is to remain open. Valid codes are AT (Active Placement), ET (Extended Trial Home Visit), IP (Infant placed with minor mother), MH (Hospital for Medical Processes), PA (Pre-Adoptive Placement), PH (Hospital for Acute Psychiatric Care), RN (Runaway) and TH (Trial Home Visit)
- The previous placement status must be closed before a new placement status can be entered
- The new placement status start date must equal the previous placement status end date
- Placement status information cannot be modified if the placement is closed
- The original AT (Active Placement) status code cannot be modified or deleted
- The most recent placement status can be deleted if the end date is still 9999

LICH – Placement License History

```
CAFSLICH                PLACEMENT LICENSE HISTORY                11/30/2009   14:38
USER ID : C74142SW INQUIRE                PAGE NO: 001
CAPS ID : 00001005   00   NAME: TRUST, JOE

DISPLAY - CURRENT PLACEMENT: X OR ALL PLACEMENTS:
DISPLAY - ACTIVE LICENSE ASSOCIATIONS: _ ALL LICENSE ASSOCIATIONS: X

      PLACEMENT          LICENSE          LICENSE          ASSOCIATED
EFFEC DATE  EXIT DATE  TYP STS  ISS DATE  EXP/TRM DATE  BEGIN DATE  END DATE
10/01/2006  09/28/2009  YFH REG  08/15/2006  08/14/2009  10/01/2006  09/28/2009
              YFH REG  08/15/2006  08/14/2009  10/01/2006  09/28/2009
              YFH TRM  09/03/2002  09/01/2003  10/01/2006  09/28/2009

WHITE = INACTIVE

                                PATH: █
```

- This screen will display the placement license history for a specific client
 - If accessed from PLAD, will display history for the current placement
 - If accessed from any other screen, will display history for all placements
- This screen will default to display active license associations only
 - If ALL LICENSE ASSOCIATIONS is marked, inactive associations will display in white
- The placement effective dates will display along with the associated license type, the license issuance and expiration/termination dates and license association dates

GARD – Guardianship Detail

```
CAFSGARD          GUARDIANSHIP DETAIL          07/08/2016    15:26
USER ID : C74142SW  MODIFY
CAPS ID : 00001658    00    NAME: DOE, SUZIE

PROVIDER/FACILITY : 0001062 001  VIRGINIA VIOLET
ADDRESS : 123 VOLTAGE DR
          HELENA                MT  59601 -          PHONE:

DATE PLACED WITH GUARDIAN:          06/01/2016
DATE PERMANENCY TEAM DETERMINED THAT GUARDIANSHIP IS THE MOST
APPROPRIATE PERMANENT PLACEMENT :    04/01/2016
DATE OF GUARDIANSHIP DECREE :        06/01/2016
DATE PETITION FOR GUARDIANSHIP FILED : 05/30/2016
COMMENTS:

EXIT DATE: 99/99/9999  EXIT REASON:

PATH: _
```

- The client must have a closed foster care placement on PLAD with a placement exit reason of ‘POG’ (Place with legal guardian/other than home removed from)
- The client must have a court order on CRTD with a disposition of ‘GSP’ (Guardianship-Youth)
- The provider where the client is placed must be licensed for any of the following license types: GKS (Guardianship Kinship); GNK (Guardianship Non-Kinship); TGK (Tribal Guardian Kinship); TGN (Tribal Guardianship Non-Kinship)
- A new service code (PGUAR – Guardianship) will be entered on the client’s SERP (Service Detail: Payable) screen. If there is no SGE eligibility on CELL, the service will be paid with the next highest funding source available

ADOD - Adoption Detail

```
CAFSADOD                                ADOPTION DETAIL                                07/18/2016    11:57
USER ID : C81285    MODIFY
CAPS ID : 00001181    00    NAME: ALMOND, ADAM
PROVIDER NUMBER : 0001054    001    FINKLE FOSTER HOME
ADDRESS : 345 FARKLE RD
CITY/STATE/ZIP : HELENA    MT 59601 -    PHONE: 406 443-1234
FOREIGN ADDRESS :
COUNTRY :
PLACEMENT DATE : 05/10/2012    CANADIAN PROVINCE:
FINALIZATION DATE: 05/10/2012
PARENT1 - REL BEFORE ADOPT: NTR NOT RELATED    FOSTER PRT: Y SINGLE PRT: N
PARENT2 - REL BEFORE ADOPT: NTR NOT RELATED    FOSTER PRT: Y
LGL RISK AGREE: Y DT: 05/10/2012 RSN: PAPER SIGNED
PLACE AGREE : Y DT: 05/10/2012 TITLE IV-E AGENCY INVOLVEMENT (Y/N): Y
SPECIAL NEEDS (Y/N): N PRIMARY BASIS SPECIAL NEEDS:
PLACED BY: 1 PUBLIC AGENCY    PLACED FROM: 1 WITHIN STATE OR TRIBAL
COMMENTS:

EXIT DATE: 99/99/9999    EXIT REASON:

MEDICAID (Y/N): N    NON-RECURRING (Y/N): N AMT:
FIN. SUBSIDY (Y/N): Y DAILY AMT: 250.00 STATE MED (Y/N): N AMT:

PATH:
```

- This screen permits the user to view, modify and add information relating to an incidence of adoption services provided for a specific client
- Relationship before adoption cannot be “Foster Parent” codes of FFP, FFR, FMR or FCP. Prior foster parent relationship is identified through the use of the “foster parent” flag.
- If special needs flag is “Y”, corresponding special need information must be entered on the SPND (Special Needs Detail) screen
- All preceding placements must be closed before the PLACEMENT DATE
 - A placement is open if the END DATE is showing 99/99/9999
- FINALIZATION DATE comes from final adoption decree entered on CRTD (Court Detail) – AFD (Adoption/Final Decree) event and disposition

SERP - Services Detail: Payable

Enter info above the dashed line and press Enter. CAPS runs edits/stores that info and uses it to populate some fields in the bottom half. Now CAPS allows entry of the REASON code.

```
CAFSSERP SERVICES DETAIL: PAYABLE 12/22/2011 9:15
USER ID : CS4566 INQUIRE
CAPS ID : 00002153 00 NAME: DOE, ELIZABETH

LAST UPDATE DATE: 12/08/2011
SERVICE CD: PFRS1 FOSTER FAMILY CARE - ROOM OPEN: 11/02/2010 CLOSE: 03/22/2011
PROVIDERS: SERVICE-RENDERING: 0005019 001 CLEAVER WARD AND JUNE
PAYMENT-RECEIVING: 000
FINANCIAL COUNTY OF RESPONSIBILITY: 025 LEWIS & CLARK
-----
RATE: 16.54 UNIT: 0 UNIT TYPE: DAY TOTAL:
REASON: PT OUT OF HOME PLACEMEN CONTRACT:
REMITTANCE ADVICE LINE:

WORKER : C7TR08 EIGHT DATE: 12/08/2011 COMMENTS:
SUPERVISOR: A BY: C84142 HOLLING DATE: 12/08/2011 COMMENTS:
ADMINISTRATOR: A BY: C86100 KOENIG DATE: 12/08/2011 COMMENTS:
CENTRAL OFFICE: A BY: C72334 ISOLA DATE: 12/08/2011 COMMENTS:

PATH: █
```

- This screen allows input of a payable service provided to a specific client and to authorize payment for that service
- If you adjust an amount in the RATE field, an “O” (override) will appear after that amount
 - An additional level of approval will be required if the modified rate is higher
- A service cannot be modified once the approval process is completed, unless the service is denied
 - Once the service is approved, the only modifiable field is the CLOSE DATE
- If a worker enters a financial county that is different from theirs, the supervisor and regional administrator of the appropriate county will have to approve the service
 - The system will alert the appropriate approval county
- If the financially responsible person changes address to a new financial county, you will need to close the existing service and open a new one
 - The new financial county needs to approve this service
- LAST UPDATE DATE field is the date the screen was last updated

- Entering the correct last day of the service is VERY IMPORTANT. Do not enter 12/14 when the client actually left the placement on 12/15. Policy states that we do not pay for the last day of service, so if the date is entered correctly, the system will automatically create the payment for the correct number of days. If a payment has already been generated, the payment can be modified on CBPD (Client-Based Payment Detail)
- When entering a qualifying payable service (for CHIMES interface) a gender of “M” (male) or “F” (female) must be entered on PERD before you will be able to update SERP.
- The remittance advice line is used by fiscal officers and Central Office staff to cross reference bill/invoice numbers for specific services.

SSJD - Supplemental Service Justification

```
CAFSSSJD          SUPPLEMENTAL SERVICE JUSTIFICATION      06/30/2016    9:17
USER ID : C81285      MODIFY                                PAGE NO: 001
CAPS ID : 00001654    00    NAME: DOE, ANNETTE

SERVICE: STRNX TRANSPORTATION                                TOTAL:
PROV NO: 0001054 001    NAME: FINKLE FOSTER HOME

OBJECTIVE: IO TRANSPORT TO SCHOOL AND COUNSELING SESSIONS

EVALUATION CRITERIA: FACILITATE FAMILY REUNIFICATIONS

FUNDING OPTIONS    AVAIL    IF YES, EXPLAIN
TRUST ACCT        N
MEDICAID          N
THIRD PARTY INS   N
SSI/SSB           N
IV-A              N
OTHER             N

PATH:
```

- This screen documents the information needed to justify the use of the requested service and funding
- This screen must be completed when a service code that requires special justification is entered on SERP (Services Detail: Payable)
- In add mode, this screen can only be entered from SERP (Services Detail: Payable) screen
 - The CAPS ID cannot be changed

SEIH – In Home Services

```
CAFSSEIH                IN HOME SERVICES                06/29/2016    16:01
USER ID : C81285        MODIFY
CAPS ID : 00001654      00      NAME: DOE, ANNETTE

SERVICE CODE: SOCNR      OPEN CLIENT NO REMOVAL
PROVIDER   : 0001002 000  LEWIS AND CLARK CPS
OPEN DATE  : 06/01/2016  CLOSE DATE: 06/30/2016

INTERVENTION AUTHORITY : VS VOLUNTARY SERVICE AGREEMENT
REASON FOR INTERVENTION(PRIMARY): PHA OTHERS: PHN EMD
REASON FOR CLOSURE:     IT INTERVENTION TERMINATED

COMMENTS:
ANY COMMENTS REGARDING THE IN-HOME SERVICES BEING PROVIDED CAN BE ENTERED HERE

PATH:
```

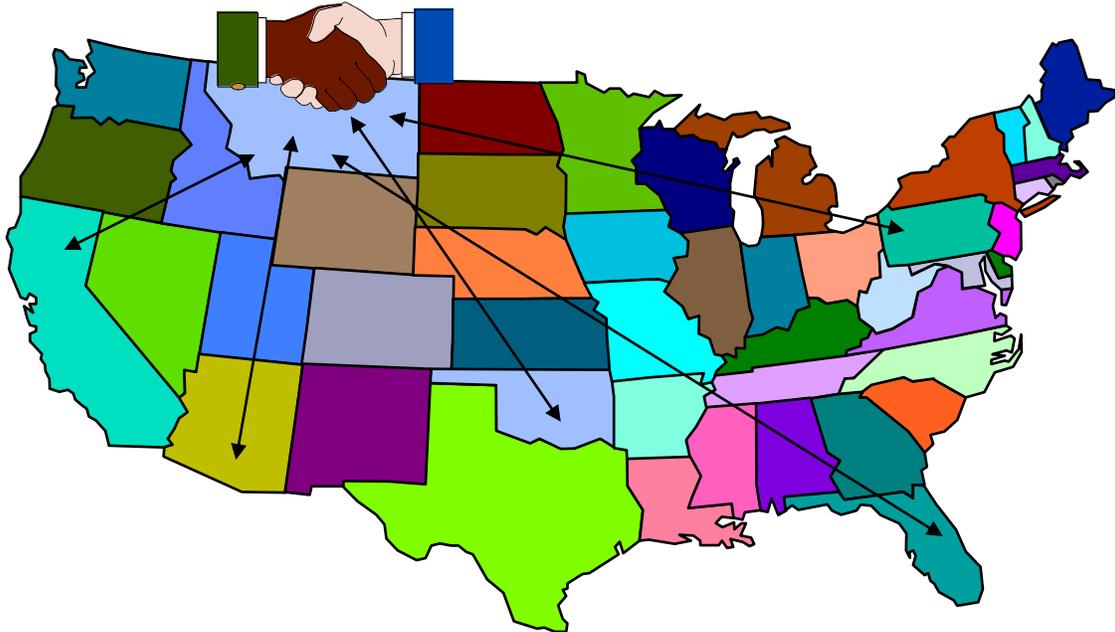
- This screen is used to display, modify and add information regarding in-home services provided to a client where no removal was necessary.
- When SEIH is accessed from SERL, SOCNR will default as the service code and cannot be changed.
- Any provider can be entered for a SOCNR service. It may be the county or Tribal CPS office or with contracted providers, as available regionally.
- Multiple SOCNR services can be entered for a client, but the dates cannot overlap.
- A removal (SEMRM) service and a SOCNR service cannot be open at the same time.

GRSL - Group Services List

CAFSGRSL	GROUP SERVICES LIST	04/03/2008	14:51	
USER ID : C74142SW		PAGE NO: 002		
CAPS ID : 00001005	00	NAME: TRUST, JOE		
SERV				
CODE	CLIENT NAME	FACILITY	OPEN DATE	CLOSE DATE
SRESP	JOE TRUST	YFH1	01/01/2000	09/09/2002
PRRS1	JOE TRUST	FLANAGAN J	12/02/1999	05/01/2001
SCALL	JOE TRUST	YFH1	12/01/1999	12/01/1999
PFRS1	JOE TRUST	YFH1	01/02/1999	12/01/1999
SEMRM	JOE TRUST	YFH1	01/02/1999	10/01/2007
PFRS1	JOE ASSIGNMENT	SFF	04/01/2007	99/99/9999
SEMRM	JOE ASSIGNMENT	L&C CPS	06/01/2002	03/01/2006
SOSSP	JOE ASSIGNMENT	SU	09/15/2001	12/30/2001
PGRS5	JOE ASSIGNMENT	GH	05/01/2000	06/01/2000
SEMRM	JOE ASSIGNMENT	L&C CPS	05/01/2000	05/01/2002
				PATH: ■

- This screen displays the history of all services provided for a group of related clients
- A worker first identifies the client using the CAPS ID field
 - You must press F10 to display RELL and select (C) the group of clients you would like to display services for (including the client displayed in the CAPS ID field from GRSL)

INTERSTATE COMPACT



- You will enter Interstate Compact information into the system
- Interstate Compact forms can be generated by the Doc Gen system
- Alerts will be sent to supervisors and the Interstate Compact Administrator when a worker completes the Interstate Compact Detail screen
- On-line approval process with alerts when the verification letter is sent

ICPL - Interstate Compact List

```
CAFSICPL                INTERSTATE COMPACT LIST                07/08/2016    14:28
USER ID : C71315                PAGE NO: 001
CAPS ID : 00001528    00    NAME: PARKER, PENELOPE

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

      REQUEST                RECV    MT    INIT    APRV
SEL   DATE                STATE   CNTY  RPT    CD
-   03/01/2015    FINKLE FOSTER HOME        MT    025    RHS

SHFT+F10=CLRSSN                PATH: _
```

- This screen displays, in reverse chronological order, a history of interstate compact applications for a client
 - This request could be to place out of state children in Montana or to place Montana children out of state
- Workers can modify an application until the application is APPROVED or DENIED on the ICAD (Interstate Compact Action Detail) screen
- Only workers with the ICM (ICPC Monitoring) supertask on the SPTK (Supervisory Task List) screen will be allowed to delete an application

ICPD - Interstate Compact Detail

```
CAFSICPD                INTERSTATE COMPACT DETAIL                09/29/2016  11:53
USER ID : C84852        MODIFY
CAPS ID : 00002060      25      NAME: ANDCHER, SONNY
PLCMT INITIATOR: PUB   PUBLIC AGENCY
SENDING STATE  : MT   MONTANA                COUNTY IF MT: 25  OR CA:
RECEIVING STATE: CO   COLORADO              COUNTY IF MT: 00  OR CA:
PLANNING: CAPS ID:                OR PROV: 0005013  000
FINANCIAL RSP: CAPS ID:                OR PROV: 0005013  000
PLCMT PROV: 0005012 000  OR PERSON:                NAME: HARRISON THOMAS
ADDRESS: 6010 MILE HIGH AVE
CITY, ST ZIP: DENVER                CO 85651 -        PHONE:
TYPE OF CARE: REL                IF REL OR OTHER: MATERNAL UNCLE
IV-E (Y/N): N                    IF ADOPTION, SS/RS:
FINANCIAL PLAN: FCP                IF FCP, DAILY AMT: $ 17.55
MEDICAL PLAN  : ELG                ICPC LEGAL STATUS : SAC
SERVICES REQUESTED:
  INITIAL REPORT : RHS                SUPERVISORY SERVICES: RSA
  SUPERVISORY REPORTS: 0                IF OTHER: MONTHLY
RS SUPRV AGENCY: COLORADO DEPARTMENT OF CHILDREN'S SERVICES
ENCLOSED: CO HS SH OT                OTHER: EDUCATION AND MEDICAL RECORDS
SENDING AGENCY: LEWIS AND CLARK COUNTY CHILD AND FAMILY SERVICES
DATE OF REQUEST: 02/02/2011
PATH: |
```

- This screen is used to capture the details for Interstate Compact Application Requests
- Normally, you will use the PLANNING: **OR PROV: fields** to indicate your county or tribe's CPS office provider number, if the child is in that entity's custody.
- F10 allows workers to copy Interstate Compact requests from one family member to another
- An event is created when an Interstate Compact is updated for a specific client

ICAD - Interstate Compact Action Detail

```
CAFSICAD          INTERSTATE COMPACT ACTION DETAIL          07/22/2016    12:31
USER ID : C71315   MODIFY
CAPS ID : 00001528    00    NAME: PARKER, PENELOPE

REQUEST RECV DT: 06/15/2016  SENT DT: 06/20/2016  RESPONSE RECV DT: 07/21/2016

APPROVAL/DENIAL: A                      DATE: 07/22/2016
APPROVAL NAME  : KANDICE MORSE
REMARKS:

PLACEMENT REQUEST WITHDRAWN:            DATE:

PLACEMENT DATE:                          PROGRESS RPT RCVD DT:

COMPACT TERMINATION REASON:              DATE:
  IF LC, NAME:                            REL:
  IF AF, SS OR RS:
  OTHER:

PERSON SUPPLYING INFO: C74142SW TWEEDLE DEE
COMMENTS:

                                           PATH:
```

- This screen is used to capture the Interstate Compact application request received date, request sent date and the request response received date
- This screen is also used to capture approval or denial of the Interstate Compact request and placement information including withdrawn or terminated details
- The PERSON SUPPLYING INFO field will default to the name of the worker who entered the information on the ICPD (Interstate Compact Detail) screen
- Workers will receive alerts to remind them that a semi-annual progress report is due

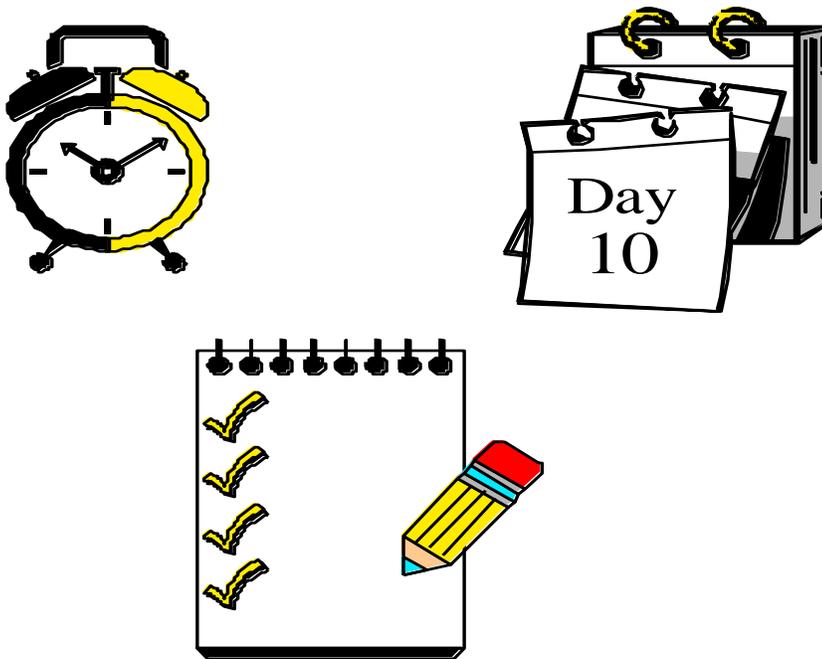
MAINTENANCE

Case Management Screens

Client History Screens

Attaching & Retrieving Notes

Document Generation Process



MA-02

- Caseload List is accessible from any screen in CAPS by pressing the F4 key
 - Only the worker and their supervisor will be able to view the CSLL (Caseload List)
- Selecting a client will take the worker to the CLID (Client Detail) screen
 - The selected client's information will be carried from screen to screen until another CAPS ID is entered in the header
- Selecting a report will take the worker to the RRD1 (Report/Request Intake Detail 1) screen
- Alerts will be a handy tool for managing the needs of a case
 - Check your ALER screen frequently

ALER - Alerts

```

CAFSALER                ALERTS/TASK LIST                07/18/2016    12:02
USER ID : C74142SW                PAGE NO: 1    MORE

TO SELECT, ENTER X=SELECT TO SEE ALL ALERTS IN CATEGORY X # ALL ALERTS 111
- BIRTHDAY 0 - COURT 2
- CLIENT/PERSON 1 - SERVICE 0
- PLACEMENT 9 - REVIEW 0
-----
DSPLY ALRT TYP(C,P,R,W): ID#: VIEW ALRTS FOR USER: C74142SW
TO SELECT, ENTER S=SELECT, D=DELETE

SEL CODE ACTV DT TYP ID # DUE DT NAME
- S03006 07/11/16 C 00001654 07/11/16 DOE, ANNETTE
PLEASE CONTACT THE SSI UNIT IF CHILD HAS MENTAL/PHYSICAL IMPAIRMEN
- S02016 07/08/16 C 00001658 07/08/16 DOE, SUZIE
NEW GUARDIANSHIP PLACMENT, APPLY FOR RIBICOFF MEDICAID IF APPLICAB
- S02017 07/08/16 C 00001658 07/08/16 DOE, SUZIE
A DISPOSITION OF EITHER 'PLC' OR 'TLC' IS REQUIRED BEFORE 'GSP'
- S03006 06/29/16 C 00001654 06/29/16 DOE, ANNETTE
PLEASE CONTACT THE SSI UNIT IF CHILD HAS MENTAL/PHYSICAL IMPAIRMEN
- S05001 05/01/16 C 00001654 05/01/16 DOE, ANNETTE
CHILD SUPPORT REFERRAL MUST BE DONE BY 07/30/2016

PATH: _

```

- The alert screen displays messages that have been created by the system, pertaining to the worker's clients and reports
- 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
 - You may delete certain system generated alerts which have been defined as deletable
- To limit the alerts that are displayed, a worker may:
 - Remove the X next to # ALL ALERTS and place an X next to the desired category (above the dashed line) or
 - Indicate the alert type (C, P, R, W) in the DSPLY ALRT TYP field, and/or type in the ID# of the Client, Provider, Report number (below the dashed line)

ACTL – Activity List

```
CAFSACTL          ACTIVITY LIST          02/10/2011  11:43
USER ID : C7TR15          PAGE: 1
CAPS ID : 00002096      00  NAME: DOE, JESSICA

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
-   01/02/2011     HVC HVF HVM HVO OTH     PER SAF WEL         C7TR15
-   01/01/2010     DDA                      SAF WEL              C7TR15

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          02/10/2011   12:23
USER ID : C7TR15  MODIFY          ACTIVITY: 1
CAPS ID : 00002096  00  NAME: DOE, JESSICA
REPORT # - CLIENT REFERRED FOR DD ASSESSMENT: █
DATE OF ACTIVITY: 01/02/2011  ACTIVITY TYPE: HVC  HVF  HVM  HVO  OTH
ENTERED BY      : C7TR15  PURPOSE(S) : ASM  CPL  MNT  DPT
                  GOAL(S) : PER  SAF  WEL
SUMMARY: CPS SMITH HAD A HOME VISIT WITH EACH DOE FAMILY MEMBER PLUS THE
OTHER CAREGIVER, JOE JONES, WHO IS TEMPORARILY STAYING WITH THE FAMILY.
(GUIDANCE ON DOCUMENTING ITEMS ON ACTD IS FOUND IN SECTION 502-1.)
RECORDS ARE INDISPENSABLE IN THE EFFICIENT AND ECONOMICAL OPERATION OF STATE
GOVERNMENT. THEY SERVE AS THE MEMORY --THE EVIDENCE OF PAST EVENTS AND THE
BASIS FOR FUTURE ACTIONS. WHEN CREATED, MAINTAINED AND DISPOSED OF IN A
SYSTEMATIC AND ORDERLY FASHION, RECORDS ARE A TREMENDOUS ASSET. HOWEVER WHEN
RECORDS ARE CREATED, MAINTAINED AND DISPOSED OF IN A HAPHAZARD AND DISORDERLY
MANNER, THEY REDUCE THE EFFECTIVENESS OF AN ORGANIZATION AND INCREASE ITS
COSTS SUBSTANTIALLY.THE PURPOSE OF THIS MANUAL SECTION IS TO PROVIDE THE BASIC
PRINCIPLES WITH WHICH A WORKABLE AND ECONOMICAL RECORDS MANAGEMENT PROGRAM
CAN BE INITIATED AND MAINTAINED. THIS SECTION SETS FORTH THE CONTENTS AND
REQUIREMENTS RELATED TO THE MAINTENANCE OF EFFICIENT, COMPLETE, AND ACCURATE
CASE RECORDS.RECORDS MANAGEMENT MEANS THE SYSTEMATIC APPLICATION OF EFFICIENT
METHODS TO MANAGE THE CREATION, UTILIZATION, MAINTENANCE, RETENTION, DISPOSAL
SHIFT+F2=ACT2
PATH:
```

- This screen is used to record and display the date of activity and the types, purposes and goals 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
- Activities are locked after 5 days and cannot be updated by the worker
- 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/continued comments may be entered

ACT2 – Activity Detail 2

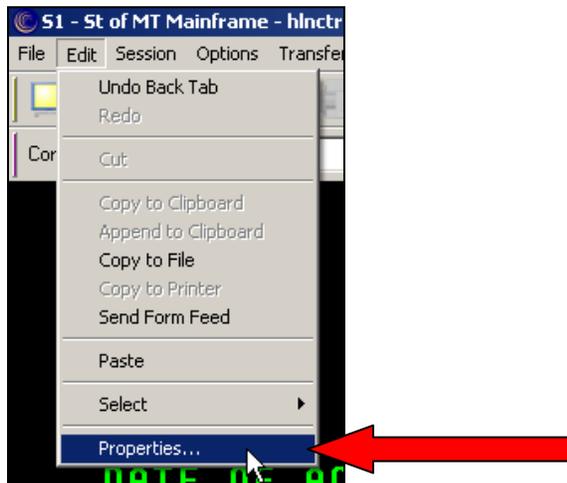
```
CAFSACT2          ACTIVITY DETAIL 2          02/10/2011  12:23
USER ID : C7TR15  MODIFY          PAGE NO:   1
CAPS ID : 00002096  00  NAME: DOE, JESSICA
REPORT # - CLIENT REFERRED FOR DD ASSESSMENT:
DATE OF ACTIVITY: 01/02/2011  ACTIVITY TYPE: HVC  HVF  HVM  HVO  OTH
ENTERED BY      : C7TR15      PURPOSE(S)  : ASM  CPL  MNT  DPT
                                   GOAL(S)      : PER  SAF  WEL
SUMMARY:  AND PRESERVATION OF RECORDS. RECORDS MANAGEMENT, AS A PROGRAM, IS
ESSENTIALLY ONE OF:-DETERMINING WAYS AND MEANS OF ORGANIZING AND CONTROLLING
THE VAST QUANTITIES OF RECORDS USED TODAY SO THEY ARE FREE OF NONESSENTIALS;
RECORDS ARE READILY ACCESSIBLE WHEN NEEDED;-ADEQUATELY PRESERVING RECORDS IF
THEY HAVE PERMANENT RETENTION VALUE; AND-ASSURING RECORDS ARE DESTROYED WHEN
THEY HAVE SERVED THEIR PURPOSE.

F2=ACTD
FS900018 UPDATE SUCCESSFUL          . PATH: █
```

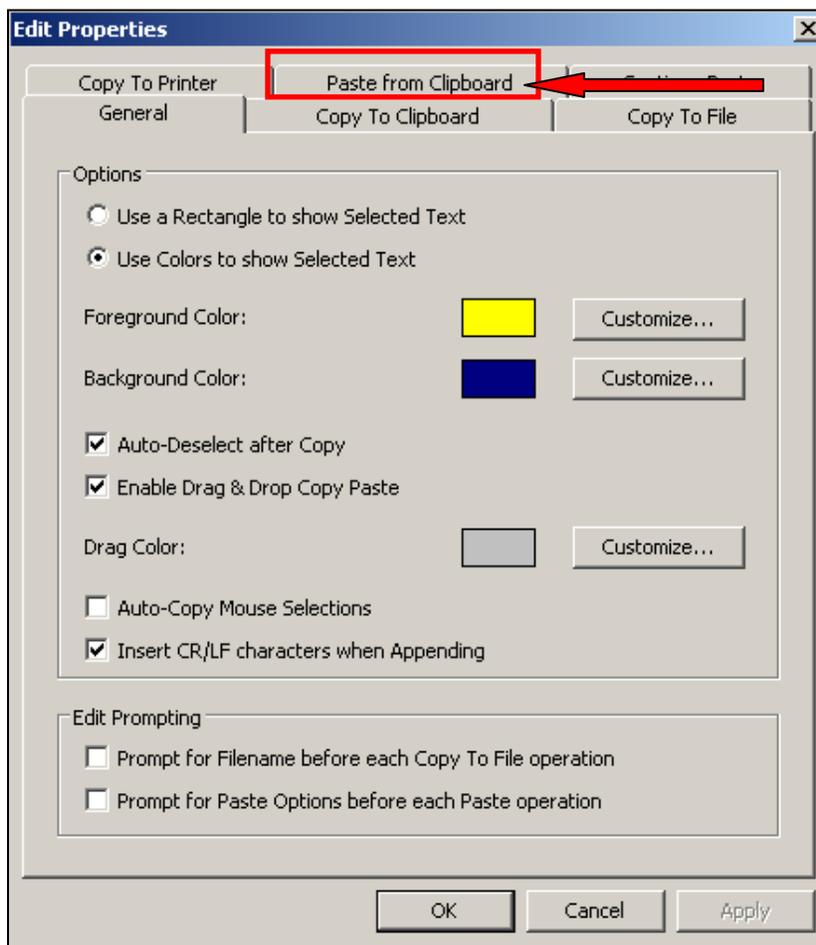
- This screen is used to continue comments that were initiated on the Activity Detail (ACTD) screen
- Date of Activity, Activity Type, Purpose(s) and Goal(s) can only be changed on the Activity Detail (ACTD) screen
- Multiple pages of ACT2 can be entered by pressing F11 to add

Copying and pasting from Word onto ACTD (Activity Detail)

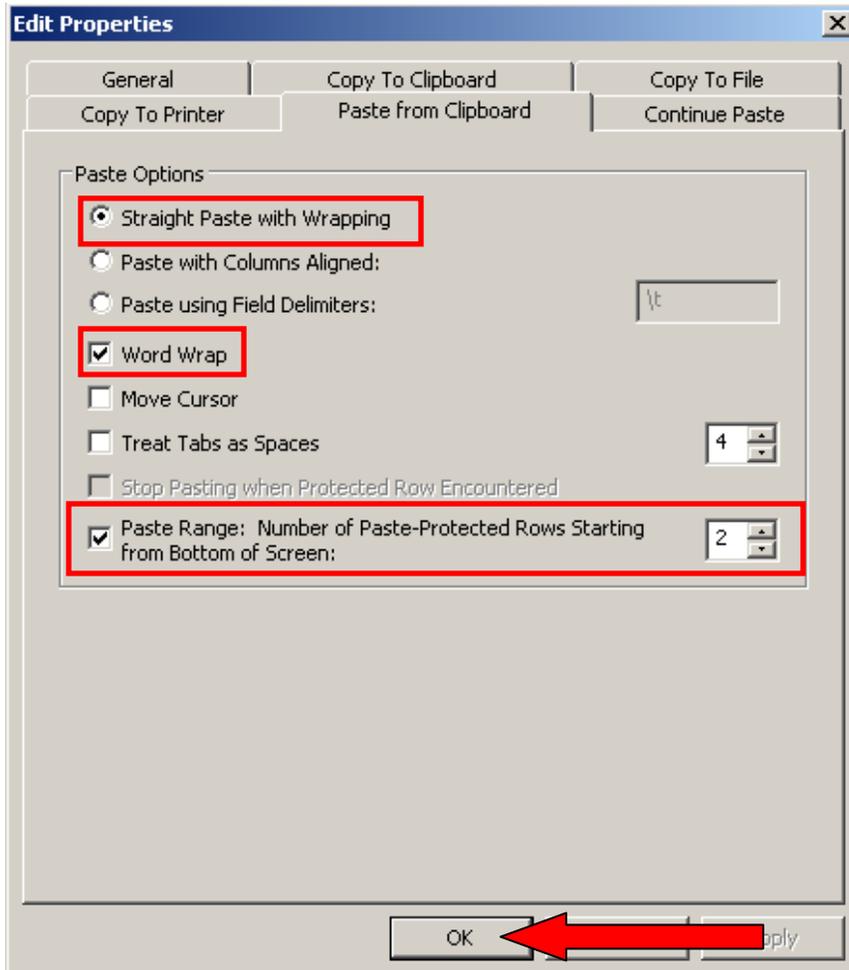
In CAPS, click on “Edit” and select “Properties.”



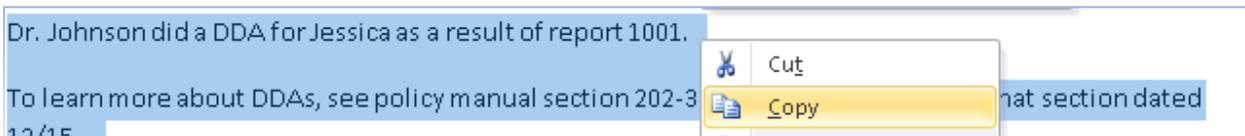
The following box should appear - click on the “Paste from Clipboard” tab.



On the “Paste from Clipboard” tab – click the “Straight Paste with Wrapping” option, make sure the “Word Wrap” box and the “Paste Range” box are checked and that the number of paste-protected rows equals “2”. Then click “OK”.



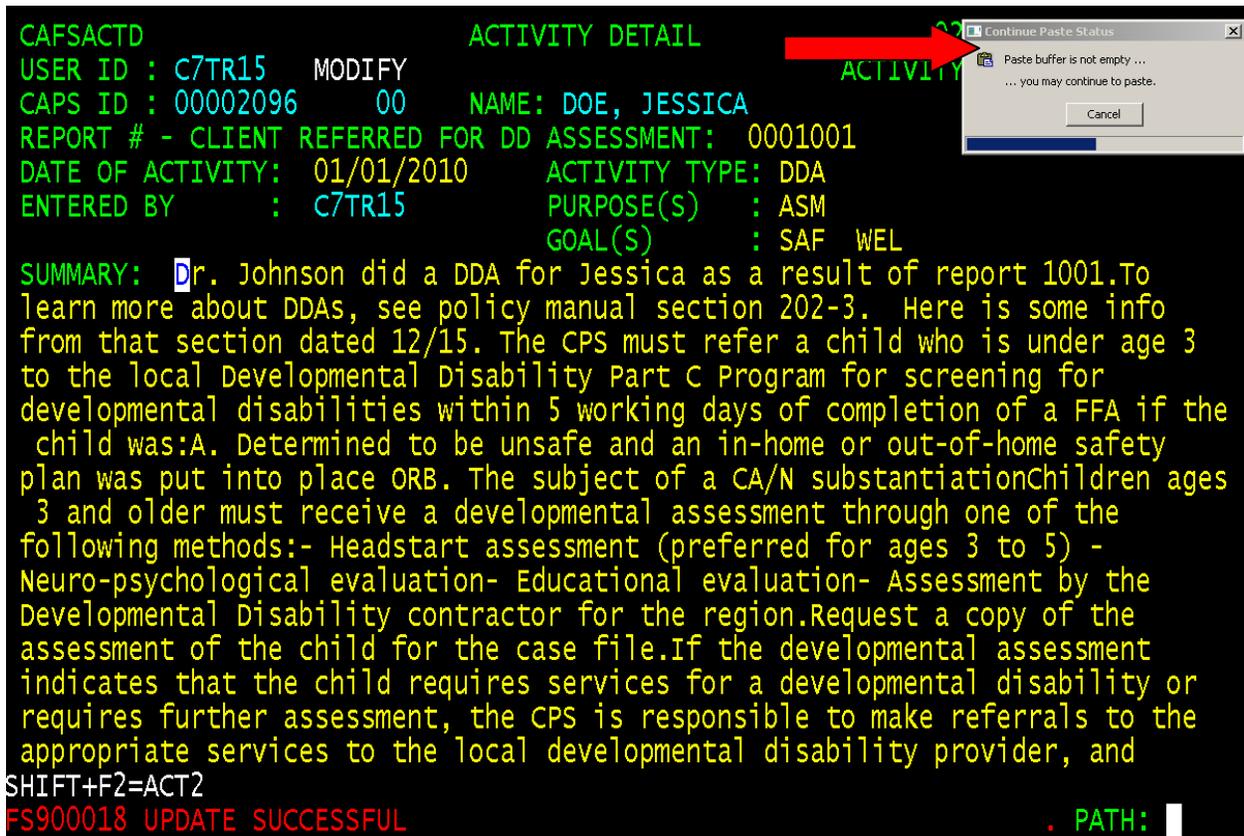
Now you can open Word and type the information you want to copy onto ACTD. Highlight the text (using mouse drag in Word) and select “copy” (right click in the highlighted text). You can highlight the entire amount of text that you want to copy onto ACTD/ACT2! In this case, my Word document was an entire page in length.



Pull up the ACTD screen for the appropriate client and place the cursor in the “SUMMARY” field.

SUMMARY: 

To paste the text press CTRL-V. **Note:** The mainframe doesn't handle most special characters (such as apostrophes); if your item contains any special characters that were not pasted in as expected, update those before pressing Enter to save the information.



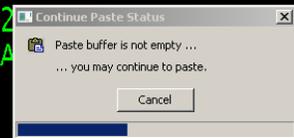
The screenshot displays the ACTD mainframe interface. At the top, it shows 'CAFSACTD' and 'ACTIVITY DETAIL'. Below this, there are fields for 'USER ID : C7TR15', 'MODIFY', 'CAPS ID : 00002096', '00', and 'NAME: DOE, JESSICA'. Further down, it lists 'REPORT # - CLIENT REFERRED FOR DD ASSESSMENT: 0001001', 'DATE OF ACTIVITY: 01/01/2010', 'ACTIVITY TYPE: DDA', 'ENTERED BY : C7TR15', 'PURPOSE(S) : ASM', and 'GOAL(S) : SAF WEL'. The 'SUMMARY' field contains a long text entry starting with 'Dr. Johnson did a DDA for Jessica as a result of report 1001. To learn more about DDAs, see policy manual section 202-3. Here is some info from that section dated 12/15. The CPS must refer a child who is under age 3 to the local Developmental Disability Part C Program for screening for developmental disabilities within 5 working days of completion of a FFA if the child was: A. Determined to be unsafe and an in-home or out-of-home safety plan was put into place ORB. The subject of a CA/N substantiation Children ages 3 and older must receive a developmental assessment through one of the following methods:- Headstart assessment (preferred for ages 3 to 5) - Neuro-psychological evaluation- Educational evaluation- Assessment by the Developmental Disability contractor for the region. Request a copy of the assessment of the child for the case file. If the developmental assessment indicates that the child requires services for a developmental disability or requires further assessment, the CPS is responsible to make referrals to the appropriate services to the local developmental disability provider, and'. A red arrow points from the 'ACTIVITY' label to the 'Continue Paste Status' dialog box. The dialog box has the text 'Paste buffer is not empty ... you may continue to paste.' and a 'Cancel' button. At the bottom of the screen, it shows 'SHIFT+F2=ACT2' and 'FS900018 UPDATE SUCCESSFUL . PATH: |'.

Notice the “continue paste status” message in the upper right corner of the screen. It says “paste buffer is not empty...you may continue to paste.” This means there is more text you selected that does not fit on the screen. In order to continue the paste, press ENTER to update on ACTD first then press SHIFT + F2 to access ACT2. You can then press CTRL-V to continue with the paste.

```

CAFSACT2          ACTIVITY DETAIL 2          02
USER ID : C7TR15  MODIFY          PA
CAPS ID : 00002096  00  NAME: DOE, JESSICA
REPORT # - CLIENT REFERRED FOR DD ASSESSMENT: 0001001
DATE OF ACTIVITY: 01/01/2010  ACTIVITY TYPE: DDA
ENTERED BY      : C7TR15  PURPOSE(S) : ASM
                                GOAL(S)      : SAF WEL
SUMMARY: ensure that the child receives the services as available.The 2016
Governor-s Awards for Excellence in Performance announcedThe recipients for
the 2016 DPHHS Governor-s Awards for Excellence in Performance have been
announced. The award winners, along with those from other state agencies, will

```



Notice I still have the “paste buffer is not empty” message. That means there is STILL more text! Press ENTER to update on ACT2 first then press F11 to access a second page of ACT2. You can then press CTRL-V to continue with the paste. As long as you continue to receive the “paste buffer is not empty” message, you can continue to press F11 to add additional pages of ACT2 and paste your text.

```

CAFSACT2          ACTIVITY DETAIL 2          02/10/2011  12:11
USER ID : C7TR15  MODIFY          PAGE NO: 2
CAPS ID : 00002096  00  NAME: DOE, JESSICA
REPORT # - CLIENT REFERRED FOR DD ASSESSMENT: 0001001
DATE OF ACTIVITY: 01/01/2010  ACTIVITY TYPE: DDA
ENTERED BY      : C7TR15  PURPOSE(S) : ASM
                                GOAL(S)      : SAF WEL
SUMMARY: Kyle-s nomination form reads: Kyle provides exceptional IT customer
service to our agency staff. For example, he has single-handedly implemented
the agency-s new Airwatch Mobile Device deployment project for our over 400
mobile device users. Throughout the year, Kyle consistently handles a very
large number of requests for IT assistance, and holds the agency record for
the number of IT employee requests solved in one week. His attitude,
productivity, and knowledge make him a model for other employees to follow.

```

When you have finished pasting all the text you selected, you will no longer see the “paste buffer is not empty” message.

This same copy/paste functionality should work in other comment areas in CAPS (RRD3, Investigation Summary area of RRD1, Directions area on ADDD, etc.)

AKAD - Person Name AKA Detail

```
CAFSKAD                PERSON NAME AKA DETAIL                07/18/2016    16:38
USER ID : C84852      MODIFY                PAGE NO :    1
CAPS ID : 00002057    25      NAME : PERSONTESTING, WILLIAM  J
                   ----- LAST -----  -- FIRST ---  -- MIDDLE --  SUFX
DECLARED PERSON NAME : PERSONTESTING        WILLIAM        JR
MAIDEN NAME          :
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
_  KEEPTTESTING        WILLIAM JR                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.

EVEL - Event List

```
CAFSEVEL                      EVENT LIST                      07/11/2016    10:04
USER ID : C74142SW                      PAGE:    1
CAPS ID : 00001654    00    NAME: DOE, ANNETTE

START FROM:                      EVENT CODE:

  DATE      EVENT CODE  SUB CODE  SCREEN NAME      DESCRIPTION:
07/08/2016  SRV          CRT      CRTD
TLC OCCURED ON 04/28/2016, DISPOSITION WAS TLC.
06/30/2016  IVE          APP      FINS
INI IV-E DETERMINATION APPROVED ON 06/30/2016.
06/30/2016  IVE          INI      DETL
INI IV-E DETERMINATION INITIATED ON 06/30/2016.
06/29/2016  SRV          IND      SERL
IN HOME SERVICE DELETED ON 06/30/2016
06/29/2016  SRV          INE      SERN
IN HOME SERVICE ENDED ON 06/30/2016
06/29/2016  SRV          INA      SERN
IN HOME SERVICE ADDED ON 06/01/2016 DUE TO PHA
06/29/2016  PLC          RML      PLAD
PLCMT STARTED 05/01/2016 WHERE DRUG USE IN REMOVAL HOME IS N

PATH: _____
```

- Display a list of events for a specific client
 - Events are initiated by various functions that occur in CAPS

- You may view all events or sort by event types, a starting date or both
 - For a specific time period, enter the START FROM date
 - For specific types of applications, enter up to 5 type codes in the EVENT CODE field
 - Enter both a start date and type(s) for a more specific list

- The screen is for inquiry only

SEAL - See All Client Screens

```
CAFSSEAL          SEE ALL CLIENT SCREENS          06/29/2016   15:56
USER ID : C81285                                     PAGE NO: 001
CAPS ID : 00001654   00   NAME: DOE, ANNETTE

TO SELECT, ENTER S=SELECT

  SCREEN          SCREEN
S  NAME          S  NAME
-  ADDL  ADDRESS LIST
-  AKAD  PERSON NAME AKA DETA
-  CELL  CLIENT ELIGIBILITY L
-  CLID  CLIENT DETAIL
-  CPHL  CLIENT PLACEMENT HIS
-  EVEL  EVENT LIST
-  IARL  INITIAL ASSESSMENT A
-  PERD  PERSON DETAIL
-  RELL  RELATIONSHIP LIST
-  SERL  SERVICE LIST
-  TASK  TASK DETAIL
-  TIID  TEAMS INITIAL INQUIR

                                     PATH: _
```

- 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.

CAPS Notes and DocGen System

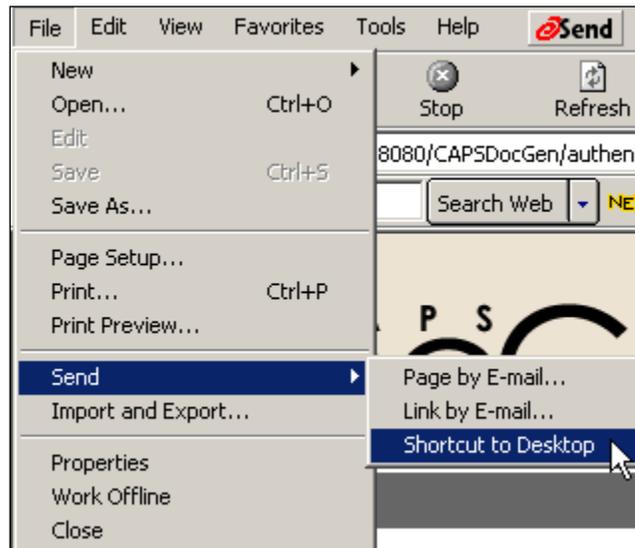
There are a couple of important items to note:

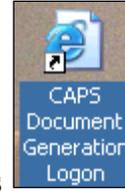
- **The URL for CAPS DocGen is <https://js.hhs.mt.gov:8445/CAPSDocGen/> This URL is case-sensitive, so you must enter it EXACTLY as shown.**
- In order to use CAPS DocGen, you must have Adobe Reader loaded on your machine. If you do not already have Adobe Reader, this download is free and can be accessed through the Adobe website (www.adobe.com). If you have questions or concerns about downloading this software, contact your supervisor or network staff person.
- You DO NOT have to currently be in the CAPS system in order to run documents or to save or retrieve notes. Documents and notes are no longer “screen” specific.
- PLEASE log out following the logout procedures provided in this document.
- Use the menu options on the left of the screen or the link options on the bottom of the screen. **Do not use the BACK or FORWARD buttons to navigate in CAPS DocGen.**
- Should you receive any errors while attempting to process a document, store or retrieve notes, please contact the CAPS Help Desk as soon as possible.

Creating a Desktop Shortcut

The easiest way to access the CAPS DocGen system is to select the icon that will display directly on your desktop. This way, when you select that icon, the CAPS DocGen Logon page will open and you don't have to keep trying to remember the URL! If you do not already have a CAPS DocGen icon, you can create one following these steps:

- Access the CAPS DocGen Logon page, click on FILE, select SEND, and select SHORTCUT TO DESKTOP.





- That's all there is to it! The icon may look something like this . From now on, you can access the CAPS DocGen Logon screen by double-clicking this icon.
- If you are unable to create a shortcut following this format, or this option isn't available to you, please contact the DPHHS Help Desk at 444-9500. They will be able to help you create this shortcut.
- If you prefer, you may also add the CAPS DocGen Logon screen to your list of favorites by clicking FAVORITES, then selecting ADD TO FAVORITES.



Logging On

Before you can access the system, you must logon first. To logon, enter your mainframe USER ID and PASSWORD (this is the same ID and password you use to log onto the CAPS system). Once you have entered your ID and password, click on the Submit button or simply press your Enter key.

A screenshot of a web-based login form titled 'Please Logon'. Below the title, it says 'Please log in to the system.' in red. There are two input fields: 'User Id:' with the value 'cs4566' and 'Password:' with the value '*****'. A 'Submit' button is located below the password field.

If you experience any problems logging in to the system, there is a “contact the CAPS Help Desk” link to the right of the logon fields. When you click this link, Outlook will automatically open an e-mail message to the CAPS Help Desk. Be sure to enter what the problem is and/or any error messages you are receiving before you send your message so the problem can be researched more effectively.

Once you log on, the system will display the WELCOME page. From there, you can select any of the options available in the CAPS DocGen system.

Once you log on, the system will display a time clock, letting you know how much longer you have before the system will time out.

A screenshot of a time clock. The text 'Time Remaining: 89:56' is displayed in red on a white background.

General Screen Information

On the left hand side of each screen you should see a menu that looks like this:

Home
Create DocGen
Save Notes
Retrieve Notes
Provider Labels
Logout

Each option will be described in more detail in separate sections, but here is a brief summary:

- HOME – selecting this button will return you back to the CAPS DocGen Home/Welcome page.
- CREATE DOCGEN – selecting this button will take you to the Document Generation page where you will select the document you wish to generate.
- SAVE NOTES – selecting this button will take you to the Save Notes page where you will identify the notes association and file location of the notes document you saved previously.
- RETRIEVE NOTES – selecting this button will take you to the Retrieve Notes page where you will identify the notes association and appropriate ID number.
- PROVIDER LABELS – selecting this button will take you to the Provider Labels Request page where you can generate mailing labels for licensed facilities (this function will primarily be used by provider licensing staff.)
- LOGOUT – selecting this button will initiate your logoff from the CAPS DocGen system. **NOTE: it is important that you click the logout button when you are ready to leave this system. DO NOT simply click the “X” or select FILE, CLOSE.**

On the bottom of each screen, you should see options that look like this:

DocGen Home Log Out Contact CAPS Help Desk About CAPS DocGen (PDF) CAPS Online CAPS Training Web Site
--

Some of these options perform the same function as the buttons on the left side of the screen.

Others provide you with quick access to other websites. Here is a brief summary:

- DocGen Home – selecting this option will return you back to the CAPS DocGen Home/Welcome page.
- Log Out – selecting this option will initiate your logoff from the CAPS DocGen system. **Again, it is important to select either the logout button on the menu, or the logout link on the bottom of the screen when you are ready to leave this system.**
- Contact CAPS Help Desk – selecting this option will cause Outlook to automatically open an e-mail message to the CAPS Help Desk.
- About CAPS DocGen (PDF) – selecting this option will open a document that contains the information you are reading right now!

- CAPS Online – selecting this option will open a separate browser window where you can log into CAPS using online Attachmate. For further information on how to access CAPS online, contact the ITSD Help Desk at 444-2000.
- CAPS Training Web Site – selecting this option will open a separate browser window where you can access information like the CAPS training schedule, CAPS training manuals, and CAPS screen guides.

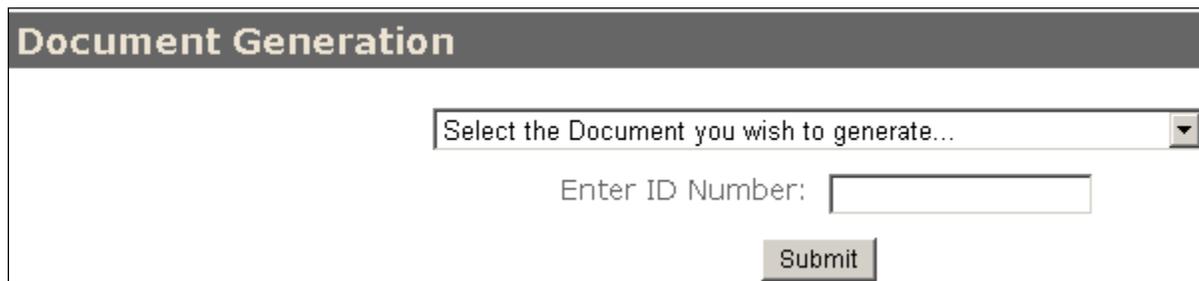
Home Button

Selecting the Home Button from the menu (or the DocGen Home link at the bottom of the screen) will return you back to the CAPS DocGen Home/Welcome page. **Do not use the BACK button.**

If you see Welcome (your name), you know you are on the Home/Welcome page.

Create DocGen Button

This is the button you will select when you want to create documents (for example, the Letter to the Perpetrator, Provider License, Foster Care Review or Juvenile Offense Record.) When you select the Create DocGen button, you will be taken to a screen where you should see the following:



You will no longer have access to every document available through this process. Document access is now associated to your staff type. What that means to you is, when you click the “Select the Document you wish to generate...” drop down list, you will only see those documents you have access to. For example, if you are a social worker, you will not see any of the juvenile probation documents on your list, and if you are a probation officer, you will not see any of the provider licensing documents on your list.

- If you believe you should have access to a specific document, and it is not on your list of available documents, please contact the CAPS Help Desk. Identify why you need access to this document and request that the document be added to your staff type.

Based on the document that you select, the text associated to the ID Number field will change. Person, Client or Juvenile related documents will require a CAPS ID, Report related documents will require a R/R number, and Provider related documents will require a Provider number. Once you select the document you wish to generate, the system will begin the process. One of the following will happen depending on the document you selected:

- Adobe will create the document for display in a separate browser window (depending on

the version of Adobe Reader you have, you may be asked if you would like to “Open” or “Save” the document. Select “Open”.)

- The system will display a page of questions that must be answered before the document can be created.

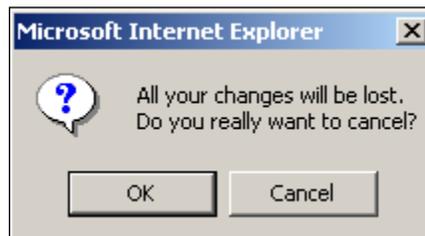
If the system displays a page of questions, there will be three options available at the bottom of the page.

- Click when you are finished answering the questions and you wish to proceed with generating the document.
- Click if you would like to clear all of your answers and start again. You will receive the following message:



If you click OK, the question page will be refreshed and you can begin answering the questions again.

- Click if you would like to quit processing this document. You will receive the following message:



If you click OK, you will be returned to the Document Generation page.

The document will not continue processing until you have answered all of the required questions. If you missed any required questions/answers, you will be taken back to the top of the question page, and what is required will be listed in red like this:

Please enter the start date for travel.
Please enter the return date.

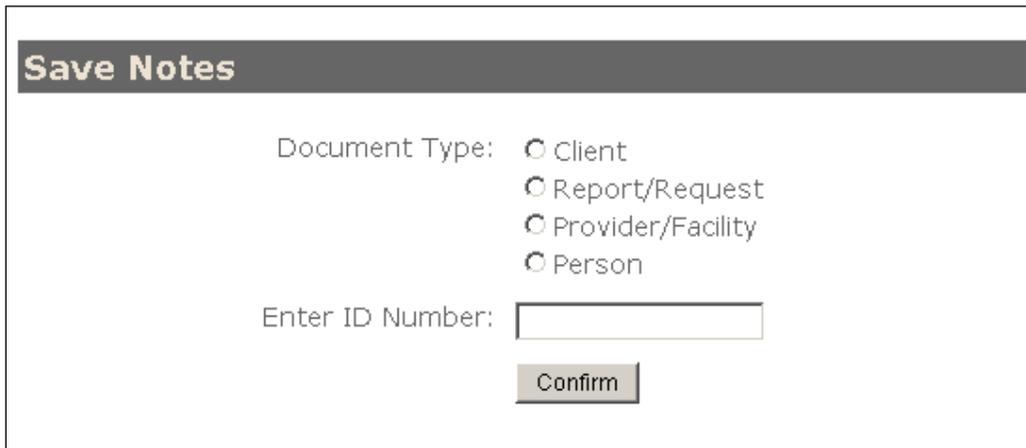
It is **important** that any information that you want the document to pull from the CAPS system be entered **in the CAPS system**. Because the finished document will be displayed in PDF

format, you will not have ability to modify the document before printing.

If you select a document that calls for notes to be retrieved, the system will display the list of all associated notes. You must open and print each note file separately in addition to the document you are processing.

Save Notes Button

This is the button you will select when you want to associate notes to a person, client, report/request, provider/facility or juvenile probation referral. When you select the Save Notes button, you will be taken to a screen where you should see the following:



Save Notes

Document Type: Client
 Report/Request
 Provider/Facility
 Person

Enter ID Number:

Confirm

There are a couple of important things to remember regarding the Notes feature:

- Notes are no longer associated to a specific screen in the CAPS system.
- Notes no longer require the use of WordPerfect word processing software.
- You can save your notes initially wherever you would like (for example, on disk, in a shared directory or in your C: directory.)

You can type your notes using any word processing software. As a matter of fact, you don't have to use any word processing software at all. For example, if you have a spreadsheet in Excel, or a downloaded picture that you would like to attach as notes, you can!

- **IMPORTANT NOTE:** Regardless of the program that you use to save your notes, be sure to use the standard extensions that are assigned to these documents (for example, Word uses .doc, WordPerfect uses .wpd, Excel uses .xls). If you create "special" extensions (for example, .123 or .bob) the system does not know what program was used to create the document and will be unable to open it when it is selected for retrieval.

When you are ready to save your notes to CAPS, select the appropriate Document Type, enter the appropriate ID number, and then click . You should then be taken to a screen where you should see the following:

Save Notes Confirm

Client CAPS ID 0000002096: Jessica Doe

Document Description:

File Location:

This is the Save Notes Confirm box. You will be able to view exactly who or what the notes will be associated with before you attach them. Make sure you are associating the notes to the correct person, client, provider, report or juvenile referral before submitting your file!

Enter a Document Description (you have space to enter up to 200 characters – this is to be considered a “title” for your notes), and then enter the File Location for your document (you can click on the button to search for your document if you are unsure of the location.)

Click . If the notes were stored, you should see message “File successfully uploaded” displayed in red at the top of the screen.

Retrieve Notes Button

This is the button you will select when you want to retrieve notes associated to a person, client, report/request, provider/facility or juvenile probation referral. When you select the Retrieve Notes button, you will be taken to a screen where you should see the following:

Retrieve Notes

Document Type: Client
 Report/Request
 Provider/Facility
 Person

Enter ID Number:

To retrieve the notes associated with a person, client, report/request, provider/facility or juvenile probation referral, select the appropriate document type and then the appropriate ID number.

Click . The system will search for any notes associated to the document type and ID

number that you have entered. If there are no notes, you will receive the following message: “there are no notes stored for the requested ID.” If there are notes, the system will display a list that will look similar to this:

Download Document(s)

Type: Client , ID number: 00002096

Click the filename to download:

Date	Filename	Description	Worker
07/21/2016	note.txt	7/21/2016 HVC Notes	Fifteen, Trainer

This list will display the date the notes were saved, the filename, a description of the notes, and the name of the worker that saved the notes.

To open a document, simply click on the Filename and the document will open in the program that it was saved in. (The exception to this is documents saved in WordPerfect (.wpd extension) will be opened in Word.)

Logout Button

This is the button you will select when you are finished using the CAPS DocGen system. **It is important that you click the logout button when you are ready to leave this system. DO NOT simply click the “X” or select FILE, CLOSE.**

When you select the Logout button, you will be taken back to the Logon screen where you should see the following:

Please Logon

Successfully logged out of system! Please close all browsers to complete this process.

User Id:

Password:

Once you receive this message, then you can click the “X” or select FILE, CLOSE. This will completely log you out of the CAPS DocGen system.

CAPS DocGen (Document Generation) List

The following document contains a list of documents that are available in the CAPS DocGen system. Some additional information provided includes:

Reference Type: the type of ID number that will be required to initiate the document.

Questions Notes/Info:

No questions or notes = No question page will display. No retrieve notes page will display.

No questions, w/notes = No question page will display. A retrieve notes page will display.

Open any notes to be included with the document and print them separately.

Questions, no notes = A question page will display and all required questions must be answered. No retrieve notes page will display.

Questions, w/notes = A question page will display and all required questions must be answered. A retrieve notes page will display. Open any notes to be included with the document and print them separately.

Doc #	Description	Reference Type	Questions/Notes Info
D100	Investigation Worksheet	Report Number	Questions, w/notes
D101	CPS Letter to Perpetrator	Report Number	Questions, no notes
D105	Notice of Hearing to Child's Tribe	CAPS ID	Questions, no notes
D108	Activity Report	CAPS ID	Questions, no notes
D109	CPS Letter to Founded	Report Number	Questions, no notes
D200	Request for Verification of Tribal Status	CAPS ID	Questions, no notes
D210	Request for Clients School/Medical Records	CAPS ID	Questions, no notes
D252	ICWA Checklist	CAPS ID	No questions/notes
D301	Client Services List	CAPS ID	No questions/notes
D302	Client Placement List	CAPS ID	No questions/notes
D303	Permanency Staffing Worksheet	CAPS ID	Questions, no notes
D309	Continuation of FC Payments After Age 19	CAPS ID	Questions, no notes
D310	Continuation of FC Payments After Age 18	CAPS ID	Questions, no notes
D311	Continuation of Foster Care Agreement	CAPS ID	Questions, no notes
D312	Notice of FCR Committee Meeting	CAPS ID	Questions, no notes
D336	Social Security Notification Letter	CAPS ID	Questions, no notes
D337	Travel Auth for FC or Adoptive Parents	CAPS ID	Questions, no notes

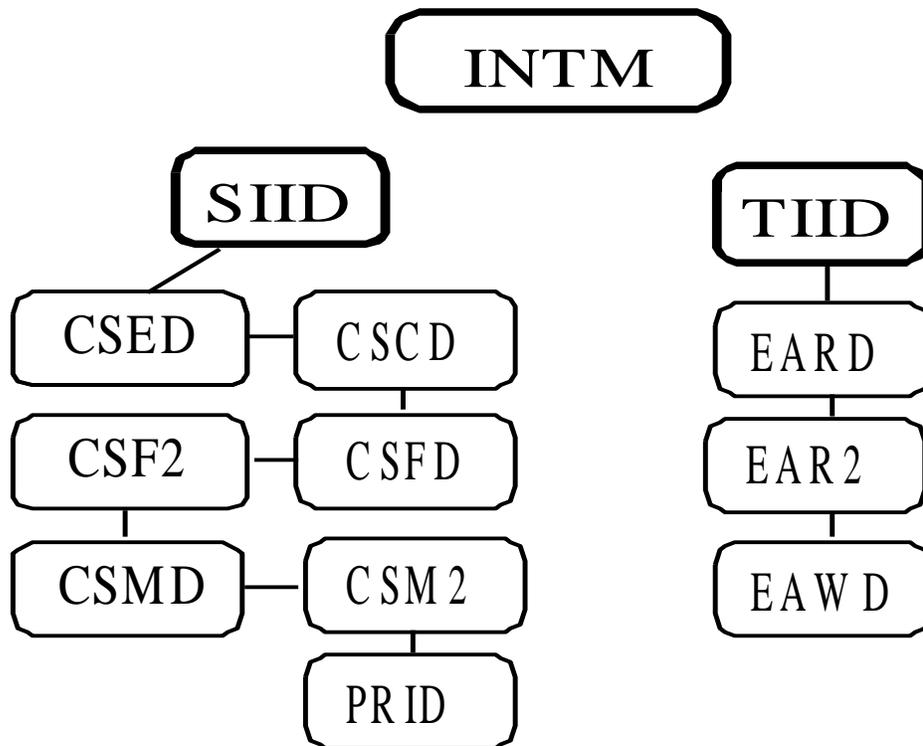
D350	ICPC Application	CAPS ID	Questions, no notes
D351	ICPC Report - Child's Placement Date/Status	CAPS ID	Questions, no notes
D352	ICPC Financial/Medical Plan	CAPS ID	Questions, no notes
D353	Interstate Compact Transmittal	CAPS ID	Questions, no notes
D401	Child Support Assignment of Rights	CAPS ID	Questions, no notes
D405	Emergency Assistance Application	CAPS ID	Questions, no notes
D406	Emergency Assistance Notice of Decision	CAPS ID	Questions, no notes
D427	Federal Foster Care Review	CAPS ID	Questions, no notes
D600	W9 Form	Worker C#	No questions/notes
D604	Provider Event Report	Prov-Facil #	Questions, no notes
D605	Provider Contact List	Prov-Facil #	Questions, no notes
D606	Provider License	Prov-Facil #	Questions, no notes
D609	Provider Current Placement Report	Prov-Facil #	Questions, no notes
D700	Worker Caseload List	Worker C#	No questions/notes
D801	State Supplement 108	CAPS ID	Questions, no notes
D802	State Supplement 109	CAPS ID	Questions, no notes

INTERFACES

SEARCHS, CHIMES, CCUBS

TANF Applications, IV-A Funding

Child Support Referrals



- Must go through the default flow of screens
 - Cannot access screens by entering their name in the PATH field
- The interface menu (INTM) is where you would select
 - SIID = Child Support Enforcement Referral
 - TIID = Emergency Assistance Application

SIID - SEARCHS Initial Inquiry Detail

```
CAFSSIID                SEARCHS INITIAL INQUIRY DETAIL    06/29/2016    16:17
USER ID : C74142SW INQUIRE
CAPS ID : 00001654      00      NAME: DOE, ANNETTE

SEARCHS INQUIRY DATE    :
SEARCHS CASE NUMBER     :
SEARCHS PARTICIPANT ID  :
SEARCHS ROLE CODE       :
SEARCHS NAME            :
SEARCHS SSN             :
SEARCHS DATE OF BIRTH   :

TO SELECT,
  ENTER A=ADD, D=DELETE, I=INQUIRE, M=MODIFY OR E=ELECTRONICALLY SUBMIT

SEL STATUS DESCRIPTION
_  INWORK DFS/CSED-306 AND -306A  FC CSE REFERRAL

                                     PATH: _
```

- To add an application, enter an “A” on the select line
- The application has to be in “E – ELECTR” status in order to generate the interface of the referral to the SEARCHS system
- A referral can be modified or deleted until it is in ELECTR status
- An application cannot be put into ELECTR status until the referral has been approved if good cause reasons of DO NOT PURSUE are entered on either the father (CSF2 – Child Support Father Detail 2) or mother (CSM2 – Child Support Mother Detail 2)
- Good cause reasons of DO PURSUE do not have to go through an approval, and the referral can be put into ELECTR status upon completion of the referral screens
- A separate child support referral should be submitted for each child
- If a child goes on a trial home visit, and then returns to foster care, a new child support referral should be submitted to CSED. This is because the foster care case is closed on SEARCHS when the child enters the trial home visit. Submitting a new referral notifies SEARCHS that they need to re-open the case.

CSED - Child Support Enforcement Referral Detail

```

CAFSCSED          CHILD SUPPORT ENFORCEMENT REFERRAL DETAIL 07/14/2016   11:20
USER ID : C81285   MODIFY                                     PAGE NO: 1
CAPS ID : 00001460   00   NAME: ANGLE, ALLEN

SEARCHS CASE/PARTICIPANT ID:
REFERRAL DATE      :
SOCIAL/PLACING WORKER : C70909WA CHILD          PROTECTIVE
OFFICE ADDRESS LINE1 : PO BOX 880
                   LINE2 : 708 PALMER
CITY/STATE/ZIP CODE : MILES CITY          MT 59301 -
PHONE NUMBER       : 406 232-1385
ALL FAMILY MEMBERS ASSOCIATED WITH THIS REFERRAL:
CAPS ID  ROLE  FIRST NAME  MI  LAST NAME          SSN          DOB          SEX
00001460  CHLD  ALLEN          ANGLE          652-12-4523  03/25/2003  M
00001462  BFRF  AARON          ANGLE          565-25-2148  02/25/1980  M
00001461  BMRM  ANNA          ANGLE          656-52-5214  09/15/1980  F

SIGNATURE ON ASSIGNMENT OF RIGHTS:
REL      FIRST NAME      MI  LAST NAME          DATE SIGNED      IV-E(Y/N)
P      AARON                ANGLE          01/26/2015        N

                                           PATH: CSCD
    
```

- Worker information at the top of the screen is defaulted by the system. This information is for the current assigned worker for the client.
- Relationship information is defaulted in from the child’s REL (Relationship List) screen. The child will be listed along with any “father” or “mother” codes identified on REL
- The worker must enter the signature on assignment of rights information at the bottom of the screen. REL is an F12 lookup. The IV-E (Y/N) field cannot be entered with a “Y” if the child does not have IVE on the CELL (Client Eligibility List) screen

CSCD - Child Support Child in Foster Care Detail

```

CAFSCSD      CHILD SUPPORT CHILD-IN-FOSTER-CARE DETAIL      07/14/2016      11:22
USER ID: C81285      MODIFY
CAPS ID: 00001460      00      NAME: ANGLE, ALLEN
RACE : CA      FC PLACEMENT DATE : 01/01/2015      MONTHLY FC COST:      561.49
TRIBAL ENROLLMENT NUMBER:
TRIBAL CODE:
LIVING ON A RESERVATION?      : N
SEARCHS CASE/PARTICIPANT ID      :      /

Y  HAVE EITHER OR BOTH PARENTS BEEN ORDERED TO PAY CHILD SUPPORT ON THIS CHILD?
    MTHR ORDER NO:      STATE:      COUNTY:      DATE:
    MTHR CAPS ID :      NAME :
    FTHR ORDER NO: 54321      STATE: MT      COUNTY: 11      DATE: 06/15/2014
    FTHR CAPS ID : 00001462      NAME : ANGLE, AARON
Y  WERE THE PARENTS OF THE CHILD IN FOSTER CARE EVER MARRIED TO EACH OTHER?
    IF YES, MARRIAGE DATE: 05/15/2002      CITY: GLENDIVE      STATE: MT
Y  DID FATHER SIGN ACKNOWLEDGEMENT/AFFIDAVIT OF PATERNITY?
Y  IS FATHER'S NAME ON CHILD'S BIRTH CERTIFICATE?
N  WAS MOTHER MARRIED TO SOMEONE OTHER THAN FATHER AT TIME OF BIRTH?
N  WAS CHILD BORN WITHIN 300 DAYS AFTER DIVORCE/ANNULMENT OF A
    MARRIAGE TO SOMEONE OTHER THAN THE CHILD'S FATHER?
N  ARE THE PARENTS DIVORCED, LEGALLY SEPARATED OR HAS LEGAL ACTION BEGUN?
    ORDER NO:      STATE:      COUNTY:      DATE:
                                                    PATH: CSFD
    
```

- Information at the top of the screen is defaulted in from the CLID (Client Detail) and ICWD (ICWA Detail) screens. The monthly FC cost is based on open “P” services on the SERP (Services Detail: Payable) screen
- The eight questions at the bottom of the screen can be answered with a yes (Y), no (NO) or unknown (U). Certain questions will be required/not required based on the answers to prior questions. For example, if you answer NO to “were the parents of the child ever married to each other”, then you will not be required to answer enter the Marriage Date, City, and State questions
- For those questions that have supplemental information, it should be included if the CAPS worker has access to that information. However, this information is optional in case the CAPS worker does not have the information. For example, the CAPS worker can answer YES to “have either or both parents been ordered to pay child support”, but if they don’t have the order information, they can leave it blank

CSFD - Child Support Father Detail

```
CAFSCSFD          CHILD SUPPORT FATHER DETAIL          07/14/2016    11:31
USER ID: C81285   MODIFY                                PAGE NO:    1
CAPS ID: 00001460 00    NAME: ANGLE, ALLEN
FATHER : AARON    ANGLE
TRIBAL ENROLLMENT NUMBER:
TRIBAL CODE:
CURRENTLY LIVING ON A RESERVATION? N
POB      :
ALIASES:

SEARCHS: /
SSN      : 565-25-2148
HT/WT    : '  "/
RACE     : CA  WHITE/CAUC
EYE      :
HAIR     :
PHONE: 406 567-9876
DATE : 99/99/9999
HOME ADDRESS LIN1: 123 AWESOME AVE          MT 59330 -
HOME ADDRESS LIN2:
HOME CITY/ST/ZIP : GLENDIVE
MAIL ADDRESS LIN1:
MAIL ADDRESS LIN2:
MAIL CITY/ST/ZIP :
EMPLOYER NAME    :
EMPL ADDRESS LIN1:
EMPL ADDRESS LIN2:
EMPL CITY/ST/ZIP :

PHONE:
DATE :
-

PATH: CSF2
```

- All information on this screen is defaulted in from other screens
 - Tribal information comes from ICWD (ICWA Detail)
 - POB (Place of Birth), SSN and Race come from PERD (Person Detail)
 - Aliases come from AKAD (Person Name AKA Detail)
 - Address information comes from ADDL (Address List)
 - Employer information comes from EMPL (Employment History)
 - Height/Weight, Eye and Hair come from MEDS (Medical Summary)

CSF2 - Child Support Father Detail 2

```
CAFSCSF2          CHILD SUPPORT FATHER DETAIL 2          07/14/2016    11:34
USER ID: C81285   MODIFY                                PAGE NO:    1
CAPS ID: 00001460 00   NAME: ANGLE, ALLEN

FATHER: AARON          ANGLE

FATHER'S GOOD CAUSE REASON(S): CO GOOD CAUSE DOES NOT EXIST PURS

APPROVED: A   BY: CS4566   DATE: 07/06/2006

PROVIDE ANY INFORMATION YOU CAN ABOUT THE FATHER'S SITUATION (FOR EXAMPLE,
FATHER IS A FULLTIME STUDENT AT XYZ UNIVERSITY).

OTHER COMMENTS (PLEASE INCLUDE ANY INFORMATION WHICH WOULD BE HELPFUL FOR
THE CSED WORKER, SUCH AS "POTENTIALLY DANGEROUS SITUATION").

PATH: CSMD
```

- This is additional information about the FATHER
- The GOOD CAUSE REASON field is an F12 lookup and is a required field. The worker must identify if a good cause reason exists to not pursue child support.
 - A good cause reason of “CO” means that good cause does not exist and that child support should be pursued. This code does not have to be approved by the worker’s supervisor. The system will automatically enter the worker’s approval and C# in this field if “CO” is used.
 - A good cause reason of “GC” means that good cause does exist and that child support should not be pursued. There are very specific good cause reasons in policy. This code has to be approved by the worker’s supervisor.
- The two comment fields at the bottom of the screen are free-form text fields for the worker to 1) enter any additional information about the father/father’s situation, and 2) general comments such as “potentially dangerous” or to explain good cause reasons

CSMD - Child Support Mother Detail

```
CAFSCSM      CHILD SUPPORT MOTHER DETAIL      07/14/2016      11:38
USER ID: C81285  MODIFY      PAGE NO: 1
CAPS ID: 00001460  00  NAME: ANGLE, ALLEN
MOTHER : ANNA      ANGLE      MAIDEN :
TRIBAL ENROLLMENT NUMBER:
TRIBAL CODE:
CURRENTLY LIVING ON A RESERVATION?  N
POB      :
ALIASES:

SEARCHS: /
SSN      : 656-52-5214
HT/WT    : '  "/
RACE     : CA  WHITE/CAUC
EYE      :
HAIR     :
PHONE: 406 543-1234
DATE : 99/99/9999

HOME ADDRESS LIN1: 321 APPLE AVE
HOME ADDRESS LIN2:
HOME CITY/ST/ZIP : GLENDIVE      MT 59330 -
MAIL ADDRESS LIN1:
MAIL ADDRESS LIN2:
MAIL CITY/ST/ZIP :
EMPLOYER NAME :
EMPL ADDRESS LIN1:
EMPL ADDRESS LIN2:
EMPL CITY/ST/ZIP :

PHONE:
DATE :
-

PATH: CSM2
```

- All information on this screen is defaulted in from other screens
 - Tribal information comes from ICWD (ICWA Detail)
 - POB (Place of Birth), SSN and Race come from PERD (Person Detail)
 - Aliases come from AKAD (Person Name AKA Detail)
 - Address information comes from ADDL (Address List)
 - Employer information comes from EMPL (Employment History)
 - Height/Weight, Eye and Hair come from MEDS (Medical Summary)

CSM2 - Child Support Mother Detail 2

```
CAFSCSM2          CHILD SUPPORT MOTHER DETAIL 2          07/14/2016    11:39
USER ID: C81285   MODIFY                                PAGE NO:    1
CAPS ID: 00001460    00    NAME: ANGLE, ALLEN

MOTHER: ANNA          ANGLE          MAIDEN:

MOTHER'S GOOD CAUSE REASON(S): CO GOOD CAUSE DOES NOT EXIST PURS

APPROVED: A    BY: C70909WA    DATE: 01/28/2015

PROVIDE ANY INFORMATION YOU CAN ABOUT THE MOTHER'S SITUATION (FOR EXAMPLE,
MOTHER IS A FULLTIME STUDENT AT XYZ UNIVERSITY).

OTHER COMMENTS (PLEASE INCLUDE ANY INFORMATION WHICH WOULD BE HELPFUL FOR
THE CSED WORKER, SUCH AS "POTENTIALLY DANGEROUS SITUATION").

PATH: PRID
```

- This is additional information about the MOTHER
- The GOOD CAUSE REASON field is an F12 lookup and is a required field. The worker must identify if a good cause reason exists to not pursue child support.
 - A good cause reason of “CO” means that good cause does not exist and that child support should be pursued. This code does not have to be approved by the worker’s supervisor. The system will automatically enter the worker’s approval and C# in this field if “CO” is used.
 - A good cause reason of “GC” means that good cause does exist and that child support should not be pursued. There are very specific good cause reasons in policy. This code has to be approved by the worker’s supervisor.
- The two comment fields at the bottom of the screen are free-form text fields for the worker to 1) enter any additional information about the mother/mother’s situation, and 2) general comments such as “potentially dangerous” or to explain good cause reasons

PRID - Private Insurance Detail

```
CAFSPRID                PRIVATE INSURANCE DETAIL                07/06/2016    10:28
USER ID : C74142SW MODIFY                PAGE NO:    1
CAPS ID : 00001654    00    NAME: DOE, ANNETTE

INSURANCE TYPE          : MEDICAL
COMPANY CODE / NAME     : T16    ANTHEM BCBS
ADDRESS LINE1          : 1351 WILLIAM HOWARD TAFT
LINE2                  :
CITY/STATE/ZIP CODE    : CINCINNATI                OH 45206 -
POLICY HOLDER ID/NAME(F,M,L): 00001655 JANE                DOE
POLICY HOLDER SSN      : 654-65-4654
POLICY NUMBER          : 123456
GROUP CERTIFICATION NO.: 654321
DATE ISSUED            : 01/01/2016
FACE VALUE             :
CASH VALUE             :

F11=ADD LIFE INSURANCE                PATH: _
```

- Medical insurance information on this screen is defaulted in from the MEDS (Medical Summary) screen. Medical insurance details can not be added on this screen
- Life insurance information can be added by pressing F11
 - Required fields will be COMPANY CODE/NAME (F12 lookup) and DATE ISSUED
 - Once life insurance has been added, it can also be deleted anytime before the referral is in ELECTR status

TIID - TANF Initial Inquiry Detail

```
CAFSTIID          TANF INITIAL INQUIRY DETAIL          06/29/2016    15:24
USER ID : C74142SW INQUIRE
CAPS ID : 00001654    25    NAME: DOE, ANNETTE

CHIMES INQUIRY DATE :          REQUIRED DOCUMENTS
CHIMES CASE NUMBER  :          BIRTH CERTIFICATE   :
CHIMES PERSON NUMBER:          SOCIAL SECURITY CARD:
EMERGENCY TANF
  ELIGIBILITY DATE:

                                HISTORICAL INFORMATION
                                TANF CASE NUMBER  :
                                TANF PERSON NUMBER :

TO SELECT, ENTER ONE OF THE FOLLOWING:
  A=ADD, D=DELETE, I=INQUIRE, M=MODIFY

SEL STATUS DESCRIPTION
-  PENDIN TANF EMERGENCY ASSISTANCE REQUEST (A,D,I,M)

FS900187 PERSON NOT FOUND ON CHIMES          . PATH: _
```

- CHIMES related information about the CAPS client or person for whom the request for information was sent is displayed here
- Selections can be made to ADD (A), DELETE (D), INQUIRE (I) or MODIFY (M)
- This screen is divided in half
 - The top half displays CHIMES information
 - The bottom half provides the status of the interface application forms
- If an Emergency TANF eligibility date appears on TIID, the person is not eligible to apply for TANF assistance on CAPS until that date, unless the CAPS application signed date is within 30 days of the CHIMES application signed date
 - ***Important*** - if there is an application on CHIMES, and the CAPS application falls within the 30 day window, the application signed date for the CAPS application should be entered as the CHIMES application signed date. This way, eligibility on CELL will follow the CHIMES application span.

EARD - Emergency Assistance Request Detail

```

CAFSEARD          EMERGENCY ASSISTANCE REQUEST DETAIL          07/11/2016    9:48
USER ID : C74142SW MODIFY          PAGE NO: 1
CAPS ID : 00001654    00    NAME: DOE, ANNETTE

LAST NAME          FIRST NAME    I    DOB          SSN          S REL CTZ STS BC SSC
DOE                ANNETTE      I    05/25/2005  987-98-7987  F SLF  Y    Y    Y Y
* DOE              JANE         I    06/10/1980  654-65-4654  F BMR  Y    NM  Y Y
* DOE              CARL         I    04/10/2002  753-75-3753  M BRO  Y    Y    Y Y
* DOE              BRANDY       I    04/15/2008  951-95-1951  F SIS  Y    Y    Y Y

ADDRESS LINE1      : 754 RIVER ROCK DR
ADDRESS LINE2      :
CITY/STATE/ZIP/COUNTY : HELENA          MT 59602 0240 25

APPLICATION SIGNED DATE: 06/01/2016

PATH: FAR2
    
```

- This screen allows the worker to select the individuals who comprise the family unit that is applying for emergency assistance
 - Information will be sent to CHIMES through the interface
 - Press F10 to select additional family members for the application
 - A query will be done on each person selected to see if they are already known to CHIMES
 - Those not found on CHIMES will have * by their last name
 - Any selected family members who are not eligible for TANF will not be carried over from RELL
 - In order to add a person to the application, they must have a social security number, date of birth and sex code of “M” or “F” entered on the PERD (Person Detail) screen

- The primary applicant must have an active residential address on the ADDL screen

- The application signed date is a required field and should be populated with the date the application was actually signed. This is when the TANF eligibility period will begin once the application is approved

EAR2 - Emergency Assistance Request Detail 2

```
CAFSEAR2      EMERGENCY ASSISTANCE REQUEST DETAIL 2      07/11/2016      9:20
USER ID : C81285      MODIFY
CAPS ID : 00001654      00      NAME: DOE, ANNETTE

Y IS THE EMERGENCY ASSISTANCE NECESSARY TO AVOID ABUSE, NEGLECT OR
  DELINQUENCY OF THE CHILD?

Y IS THE CHILD UNDER AGE 21?

N DOES THE FAMILY HAVE LIQUID RESOURCES TO MEET NEEDED SERVICES?

Y DOES THE CHILD LIVE WITH OR HAS THE CHILD LIVED WITH A SPECIFIED RELATIVE
  WITHIN THE LAST SIX MONTHS?

N HAS AN ADULT FAMILY MEMBER REFUSED EMPLOYMENT/TRAINING WITHOUT GOOD CAUSE IN
  THE LAST 30 DAYS?

N HAS THE FAMILY RECEIVED EMERGENCY ASSISTANCE WITHIN THE PAST TWELVE (12)
  MONTHS?
-----
APPROVED/DENIED:      BY:      DATE:
APPLICATION DATE: 06/01/2016

                                           PATH: FAWD
```

- This screen allows a worker to answer the questions required on the TANF Emergency Assistance Request
 - This information will be sent to CHIMES through the interface
- CAPS will provide the information for the child's age and whether assistance has been received within the past twelve months
- The worker will answer the remaining four questions
- Approval/Denial will be entered by the Regional Financial Specialist (supervisors can also approve in the absence of the financial specialist)
 - Authorization period for Emergency Assistance Notice of Decision is calculated from the APPLICATION DATE + 29 days

PAYMENTS

Payment Approvals

Payment Modifications

PAYA - Payment Approval

CAFSPAYA		PAYMENT APPROVAL LIST				07/06/2016		9:10	
USER ID : C74142SW						PAGE NO: 1			
STATUS INQUIRY: X NOT APPROVED		APPROVED		DENY		ALL		USER ID:	
TO SELECT, ENTER I=INQUIRE, A=APPROVE, U=UNAPPROVE, M=MODIFY(ADJUST), OR D=DENY									
PAY		SVC		SERVICE UNIT					
S	AGE	NAME	PROVIDER	CODE	BEGIN DT	END DT	NO	TYP	RATE
U	0660	ALMOND, ANNAB	SIGMOND	PFRS1	10/01/14	10/30/14	30	DAY	18.46
U	1273	PIPER, PETER	JESTERFH	SCALL	01/10/13	01/10/13	1	SEM	200.00
U	0660	PIPER, PETER	JESTERFH	PFRS1	10/01/14	10/31/14	31	DAY	21.96
U	0663	ALMOND, ADAM	FINKLEFH	SUPAA	08/01/14	08/30/14	1	DAY	150.00
U	1282	COTTON, CARLA	BRADYB	SOSSP	01/01/13	01/01/13	1	DAY	150.00
U	1039	ALMOND, ANNAB	SIGMOND	PFRS1	09/01/13	06/30/14	303	DAY	18.12
U	1039	ALMOND, ANNAB	SIGMOND	PFRS1	07/01/14	07/31/14	31	DAY	18.12
U	0783	BUNDLE, BRIAN	SIGMOND	STRNX	02/02/14	02/02/14	1	DAY	3.13
U	0871	EGGBERT, ELIS	WINKLERF	STRNE	02/16/14	02/16/14	1	DAY	15.00
U	0754	BARKLEY, BRAD	FINKLEFH	SCALL	06/13/14	06/13/14	1	SEM	200.00
U	0321	ALLEN, ALICE	FINKLEFH	SCALL	01/01/15	01/01/15	1	SEM	200.00
U	0660	WINKLER, WEND	REDHM	PFRS1	10/01/14	10/31/14	31	DAY	18.46
U	0917	WALKER, WAYNE	FINKLEFH	PFRS1	01/01/14	06/30/14	181	DAY	18.12
U	0660	BROCKLEBANK,	GOLDENFH	PFRS1	10/01/14	10/31/14	31	DAY	18.46

PINK INDICATES AN INCOMPLETE PAYMENT.

PATH:

- This screen displays a list of all payments waiting for approval by the worker
- At a minimum, work your PAYA screen the first working day of the month, and then once a week on Mondays or Tuesdays. (Many workers check their PAYA screen every work day, along with their alerts.)
- Payments display on PAYA depending on the service, date entered, and approval status
 - For ongoing services like foster care or diaper allowance, the payment displays on the first of the month for the prior month (the first business day of July, the June foster care payments display on PAYA)
 - If an ongoing service is backdated (for example, on July 8, a foster care service is entered with a start date of June 1), as soon as the service is fully approved, the next day, the June foster care payment will display on PAYA; July's foster care payment will display on August 1.
 - Clothing allowance is another example of a service from SERP that would generate a payment that night, to appear on your PAYA screen the next day.
- If a provider is a CPIS provider, Central Office handles these; they won't display on your PAYA
- You can INQUIRE (I), APPROVE (A), UNAPPROVE (U), MODIFY (M) or DENY (D) a payment by entering the appropriate selection in the select field and pressing enter
- The worker assigned to the client will approve both constant (non-invoiced) and variable (invoiced) payments
 - The information appearing on this screen will have been entered by a central

office worker from an actual provider invoice (for invoiced payments), or it will be system generated (for non-invoiced payments)

- The select field will display an “A” when the payment has been approved
 - This will allow the worker to unapprove something that has been approved but not yet paid
 - Unapproval is accomplished by typing over the ‘A’ with a ‘U’
- The licensing status will be checked by the system when the payment line item/claim is approved
 - An error message will appear when there is not a current, valid license for the provider and the provider has not been marked for payment without a license
 - The system will also check court order and parental agreement information for custody status before approval can be accepted
- This screen gives the worker a place to check on the status of a particular payment
 - If you notice that a particular payment has been sitting in APPROVED status for a few days, contact Central Office to find out if there is a problem
- A payment that is in INCOMPLETE status will show up highlighted in pink to remind the worker that further processing needs to be done (usually SHIFT+F1 to balance).

CBPL - Client-Based Payment List

```

CAFSCBPL          CLIENT-BASED PAYMENT LIST          07/05/2006   15:51
USER ID : C74142SW                                PAGE NO: 1
                                STATUS PAYMENT/
                                PROVIDER NO  CD  INVOICE #  FROM DATE  TO DATE  CAPS ID
STARTING VALUES:          000
                                TO SELECT, ENTER C=COPY,I=INQUIRE,M=MODIFY,R=RELEASE,U=UNRELEASE OR H=HOLD
                                PAYMENT/ STATUS
SEL INVOICE  CD  CLIENT NAME          DATE          PROVIDER NO PROVIDER NAME          AMOUNT
- 000002858 P TRUST, JOHN          06/30/2006 0001001 001 MARY FOSTER
- 000002857 P TRUST, JOHN          06/30/2006 0001001 001 MARY FOSTER          71.00
- 000002856 P TRUST, JOHN          06/21/2006 0001001 001 MARY FOSTER          75.00
- 000002855 P TRUST, JOHN          06/21/2006 0001001 001 MARY FOSTER           3.00
- 000001886 I TRUST, JOHN          03/24/2004
- 000001230 P TRUST, JOHN          07/31/2001 0001001 001 MARY FOSTER          442.68
- 000001218 P TRUST, JOHN          06/30/2001 0001001 001 MARY FOSTER          428.40
- 000001206 H TRUST, JOHN          11/30/2000 0001001 001 MARY FOSTER          385.56
- 000001194 P TRUST, JOHN          10/31/2000 0001001 001 MARY FOSTER          442.68
- 000001179 P TRUST, JOHN          09/30/2000 0001001 001 MARY FOSTER          428.40
- 000001166 P TRUST, JOHN          08/31/2000 0001001 001 MARY FOSTER          442.68
- 000001149 P TRUST, JOHN          07/31/2000 0001001 001 MARY FOSTER          422.84
PINK=PAYMENT ON HOLD, BLUE=DOC, YELLOW=TRUST ACCOUNT PAYMENT, VIEW ON TAED.
                                PATH:
    
```

- This screen displays a list of all client-based, unit-based payments whether invoiced or not, and whether contracted or non-contracted
- A worker also may search for a range of payments by entering selection criteria including provider number, status code, payment/invoice number, date span or by CAPS ID
- The worker assigned to the client must approve the payment on PAYA before a warrant can be released, issued and sent to the provider
- Central Office reviews payments approved by workers and releases payments to be paid; they are then sent to SABHRS. A STATUS CD of P means Posted to SABHRS; not paid
- This screen shows the status of the PAYMENT, not the status of the WARRANT. For status on a warrant, the worker needs to go to WRNH (Provider Warrant History)
- The colors you see on CBPL indicate the following:
 - Pink = payment has been placed on HOLD by Central Office
 - Dark Blue = payment is a DOC payment
 - Turquoise = payment is a DPHHS payment
 - Yellow = trust account payment – view on TAEL/TAED screens

CBPD - Client-Based Payment Detail

```

CAFSCBPD          CLIENT-BASED PAYMENT DETAIL          07/11/2016    10:35
USER ID : C74150A  MODIFY                               PAGE NO:    1
PAY NO: 000001234  STATUS: P POSTED                   DATE: 07/01/2014  TOTAL:    543.60
PROV NO: 0001054 001  NAME: FINKLE FOSTER HOME        CITY: HELENA
CAPS ID: 00001266 00  NAME: COCONUT, CHRISTOPHER
CONTRACT:          AMENDMENT: 000  TYPE:
                                INVOICE RECEIVED DATE:
TO SELECT, ENTER A=ADD, M=MODIFY(ADJUST), OR I=INQUIRE
      LINE          SVC          PAYMENT PERIOD          UNIT
SEL   ITM          CODE        BEGIN DATE  END DATE          NO   TYP
      RATE          AMT OWED      AMT PAID      STS
-     -            -            -            -            -
      1            PFRS1         05/16/2014  06/14/2014          30  DAY
      18.12         543.60         543.60                P
-
-
NOTIFY CENTRAL OFFICE: N                                FISCAL/CENTRAL OFFICE COMMENTS:
RELEASE: A  BY: C74150A  DATE RELEASED: 07/01/2014  RELEASER'S COMMENTS:
SHIFT+F1=ACCEPT
                                PATH: _
  
```

- This screen is used to view and adjust (until approval) the detailed payment information for a specific client and provider
 - If an adjustment is made on CBPD, the worker must use SHIFT+F1 to balance the payment. This also changes the status of the payment from INCOMPLETE back to UNAPPROVED so the worker can then approve the payment on PAYA
- The worker can adjust the payment up to the point the payment is released or posted
 - If the payment is in RELEASED or POSTED status, the worker needs to contact Central Office if a modification needs to be made
- To modify the payment (in unapproved status)
 1. Modify the END DATE and UNIT NO fields and press Enter.
 2. Type the number from the AMT OWED field in the TOTAL field (upper right corner) and press Enter.
 3. Shift F1 to balance and accept/confirm. Then access PAYA to approve.
- The system assigns the next available 'PAYMENT NUMBER' when a payment is created

AFCARS TIMELINESS ERRORS

AFCARS = Adoption Foster Care Analysis Reporting System

The CAPS system submits information to the ACF (Administration for Children and Families) AFCARS system for statistical purposes.

AFCARS checks to make sure that certain information in CAPS has been entered in a timely manner. If the information is not entered in a timely manner, AFCARS flags it as a timeliness error, and the State of Montana can be penalized by having federal monies withheld.

The following can create a timeliness error:

1. If the removal service information is entered on SERN more than 60 days after the removal actually took place.
EXAMPLE: Removal actually took place on 01/01/2008
Removal not entered on system until 03/15/2008

2. If the placement exit information is entered on PLAD more than 60 days after the exit actually took place.
EXAMPLE: Placement actually ended on 01/01/2008
Placement exit date not entered until 03/15/2008

3. On IARL/IARD, a FCR (Foster Care Review) or a PER (Periodic Review) must be entered in the system every six months.

4. For Youth Court/DOC clients, all of these timeliness errors apply, with the exception of detention placements.

GENERAL INFORMATION

ABENDS

If you ABEND (**AB**normal **END**ing), call it into the Northrop Grumman/CAPS Help Desk right away to record it. An ABEND is not your fault or error. The system should not ABEND if it is operating correctly. If you make an error the system should give you a message stating that you aren't allowed to do this, it should not ABEND. To exit the abend screen, press F3 until you get back to the State of Montana menu and you can re-access CAPS.

PAYMENT FOR LAST DAY

CAPS does not pay for the last day of placement. For example, if the foster care was closed on February 28, February 28 (the last day) is not paid, with ONE exception: when the first day and the last day are the same, one day will be paid. For example, if a client was placed in care the morning of February 10 and left care the night of February 10, you can enter the open date as February 10 and the close date as February 10 and one day will be paid.

ALERTS

Alerts are generated automatically in CAPS to notify you of actions that must be taken for specific clients. You can also create your own alerts to remind yourself of upcoming actions to be taken such as establishing medical appointments, opening and authorizing services such as clothing allowances, or reminding yourself of some other action you may want to take. IT IS IMPORTANT TO CHECK YOUR ALERTS ON A DAILY BASIS!

PROCEDURE FOR CLOSING A CLIENT

In order to close a specific client and remove them from your caseload list, the following must be done:

- 1) All services on SERL (Services List) must be closed (including non-payable services and removals)
- 2) All placements on CPHL (Client Placement History List) must be closed
- 3) The initial assessment (INA) on IARL/IARD must have been approved by your supervisor
- 4) All payments associated with that client must have been approved
NOTE: you may receive a message when trying to close that you can't because there are payments, and when you look on PAYA (Payment Approval List) you can't find any payments. Usually, this is because there are invoices associated to that client that providers haven't returned. Notify Central Office and they can assist you with these payments.
- 5) If the client has a trust account, the trust account must be closed. If there is a balance, an expenditure request will have to be made to refund the balance to the appropriate party (client, social security, child support, etc.) Notify Central Office and they can assist you with the trust account.
- 6) A closure review (CLO) must be added to IARL/IARD. The client will remain on your caseload list (CSLL) until the closure review has been approved by your supervisor!

ALPHABETICAL SCREEN LIST

ACMD	Address/Contact Maintenance Detail
ACML	Address/Contact Maintenance List
ACTD	Activity Detail
ACTL	Activity List
ACT2	Activity Detail 2
ADDD	Address Detail
ADDL	Address List
ADJD	Adjustments Detail
ADOD	Adoption Detail
AKAD	Person Name AKA Detail
ALER	Alerts
ALRD	Alert Maintenance Detail
APPD	SSI Application Detail
APPL	SSI Application List
APRD	Absent Parent Resolution Detail
AXED	Assignments/Transfers Detail
BSAE	Building Skills Evaluation
BSAS	Building Skills Plan Summary
CBAD	Contracted Budget Adjustments Detail
CBPD	Client Based Payment Detail
CBPL	Client Based Payment List
CCRD	CCUBS Interface Resolution Detail
CCR2	CCUBS Interface Resolution Detail 2
CDRD	CSED Deposit Resolution Detail
CDRL	CSED Deposit Resolution List
CELL	Client Eligibility List
CFAD	Contracted Funding Adjustments Detail
CID1	Centralized Intake Detail 1
CID2	Centralized Intake Detail 2
CLFD	Client Funding Detail
CLID	Client Detail
CLPD	Client Payment Detail
CLPH	Client Payment History
CLTD	Client Types Detail
CLTL	Client Types List
CMPL	Client Monthly Payment List

CONB	Contract Budget
CONC	Contract Costs
COND	Contract Detail
CONF	Contract Funding
CONI	Contract Inquiry
CONL	Contract List
CONM	Contract Menu
CON2	Contract Detail 2
CON3	Contract Detail 3
CON4	Contract Detail 4
COPD	Contracted Payment Detail
COPL	Contracted Payment List
COTL	Code Table Lookup
CPBD	Contracted Payment Budget Detail
CPFD	Contracted Payment Funding Detail
CPHL	Client Placement History List
CREI	CPS Removal Eligibility Information
CRTD	Court Detail
CRTL	Court List
CSCD	Child Support Child-In-Foster-Care Detail
CSDL	CSED Deposit List
CSED	Child Support Enforcement Referral Detail
CSFD	Child Support Father Detail
CSF2	Child Support Father Detail 2
CSLL	Caseload List
CSMD	Child Support Mother Detail
CSM2	Child Support Mother Detail 2
CTMD	County Table Maintenance Detail
DEEM	IV-E Deemed Income Worksheet
DETL	IV-E Determination List
EARD	Emergency Assistance Request Detail
EAR2	Emergency Assistance Request Detail 2
EAWD	Emergency Assistance Services To Be Provided
EDHL	Education History
EMPL	Employment History
EVEL	Event List
EVTD	Event Maintenance Detail
FACD	Facility Detail

FALD	Facility Approval/Licensing Detail
FALL	Facility Approval/Licensing List
FARD	Facility Approval Requirement Detail
FARL	Facility Approval Requirement List
FASD	Facility Assessment Detail
FASL	Facility Assessment List
FCLL	Facilities Caseload List
FIID	Financial Institution Maintenance Detail
FIIL	Financial Institution Maintenance List
FIND	Financial Information Detail
FINL	Financial Information List
FINS	IV-E Financial Summary
FSCD	Funding Source Code Maintenance Detail
FSCL	Funding Source Code Search
FSPL	Facility Services Provided List
GARD	Guardianship Detail
GRSL	Group Services List
HOUL	IV-E Household List
IARD	Initial Assessment and Review Detail
IARL	Initial Assessment and Review List
ICAD	Interstate Compact Action Detail
ICPD	Interstate Compact Detail
ICPL	Interstate Compact List
ICWD	ICWA Detail
INCL	IV-E Income List
INTM	Interface Menu
IVED	IV-E Reimbursability Detail
IVEL	IV-E Reimbursability List
IVRH	IV-E Reason Code History
JDET	Detention Placement Detail
JJPD	Juvenile Justice Placement Detail
LICH	Placement License History
LINK	Problem/Task Link
MAIN	Main Menu
MDTD	Medication/Treatment Detail
MEDS	Medical Summary
MIHL	Medicaid Issuance History
MIPD	Minors In Possession Detail

MMHD	Medical/Mental Health Detail
NADE	Non-DFS Adoption Data Entry
OPAR	Overpayment Recovery
ORAD	Overpayment Recovery Activity Detail
PADD	Provider/Facility Address Detail
PADL	Provider/Facility Address List
PAFD	Payment Funding Detail
PAKD	Provider/Facility AKA Detail
PASL	Provider Active Services List
PAYA	Payment Approval List
PAYM	Payments Menu
PBID	Provider Banking Detail
PERD	Person Detail
PERL	Person List
PERS	Person Search
PFAD	Payment Funding Adjustment Detail
PIGD	Provider Information (General) Detail
PLAD	Placement Detail
PLSH	Placement Status History
PPHD	Permanency Plan Hearing Detail
PPHL	Permanency Plan Hearing List
PPLM	Permanency Plan Menu
PRCD	Provider Contact Detail
PRCL	Provider Contact List
PREL	Provider Event List
PRFL	Provider/Facility List
PRID	Private Insurance Detail
PRIM	Provider Menu
PROB	Problem Detail
PROD	Provider Detail
PROE	Provider Entry
PROL	Provider List
PROS	Provider Search
PRPD	Provider Person Detail
PRPH	Provider Placement History
PRPL	Provider Person List
PRRL	Provider Rate List
PRTD	Provider Training Detail

PRTL	Provider Training List
PSNM	Person Identification Menu
PTID	Provider Tax Identification Detail
RBCL	Report Background Check List
REDW	IV-E Deprivation Re-determination Worksheet
RELD	Relationship Detail
RELL	Relationship List
RESL	IV-E Resource List
RESO	Client-Person Resolution Detail
RRD1	Report/Request Intake Detail 1
RRD2	Report/Request Intake Detail 2
RRD3	Report/Request Intake Detail 3
RRRL	Report/Request List
RRRM	Report/Request Menu
SATD	Supervisor Approval Task Detail
SCMD	Service Code Maintenance Detail
SCML	Service Code Maintenance List
SEAL	See All Client Screens
SECM	Security Maintenance
SEIH	In-Home Services
SERL	Services List
SERM	Services Menu
SERN	Service Detail: Non-Payable
SERP	Service Detail: Payable
SIID	SEARCHS Initial Inquiry Detail
SIRD	SEARCHS Interface Resolution Detail
SIR2	SEARCHS Interface Resolution Detail 2
SPND	Special Needs Detail
SPTK	Supervisory Task List
SSJD	Supplemental Services Justification Detail
STFL	Staff List
SYSD	SYSNO Detail
TABA	Trust Account Balance Adjustments
TABD	Code Table Maintenance Detail
TABL	Code Table Maintenance List
TACL	Trust Account Check List
TAED	Trust Account Expenditure Detail
TAEL	Trust Account Expenditure List

TAHD	Trust Account History Detail
TAHL	Trust Account History List
TASK	Task Detail
TIDL	Trust Income Document List
TIID	TEAMS Initial Inquiry Detail
TIRD	TEAMS Interface Resolution Detail
TRAM	Trust Account Menu
TRND	Transfer Type Code Maintenance Detail
TRNL	Transfer Type Code Search
USMD	User Maintenance Detail
USML	User Maintenance List
UTLM	Utilities Menu
WMSG	Warning Message
WOPM	Workplan Menu
WRND	Provider Warrant Detail
WRNH	Provider Warrant History