

GENERAL INFORMATION

UPDATES

There will be changes to the system. For example, a field on a screen may change or there may be additions to one of the code tables. These changes will be communicated to you through the MAIN MENU system update information field. To access the information, position the cursor in the field, then press F1. **It is important to read these messages as they contain information about these system changes!**

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.

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!**